

City Council Regular Meeting
Tuesday, May 24, 2022 7:00 PM

Hickman Community Center/City Hall 115
Locust Street, Room 128 Hickman, Nebraska

1. Call to Order
 - 1.A. Participant Sign-In Sheet Available & Disclosure of Meeting Recording Process Notice Posted.
 - 1.B. This is an Open Meeting of the Hickman Nebraska Governing Body. The City of Hickman abides by the Nebraska Open Meetings Act in conducting business. A copy of the Nebraska Open Meetings Act is on display in this meeting room as required by Nebraska State Law. Notice of meeting and copies of this agenda have been publicly posted prior to the meeting at the Hickman City Hall, Hickman U.S. Post Office, U-Stop Market and the City of Hickman website.
 - 1.C. The City Council may vote to go into Executive Closed Session on any agenda item as allowed by Nebraska State Law. The Governing Body may be excused and re-enter the City Council meeting room at any time after reconvening open session.
 - 1.D. Registered Agenda Speakers: All individuals requesting to be Registered Agenda Speakers must fill out a Registered Speaker Card & submit to Recording Clerk. The Mayor or Presiding Meeting Officer reserves the right to deny this request, or will call you to the podium when your agenda item is ready to be heard. Presentations, if allowed, may be limited to five (5) minutes per person, with a limit of three (3) individuals speaking per topic position. Please come to the podium, and clearly state your name and address for the record and the agenda topic you wish to speak upon in a professional manner.
2. Pledge of Allegiance
3. Roll Call
4. Mayor Communications
5. Consent Agenda
 - 5.A. Approval of May 10, 2022 City Council Meeting Minutes
 - 5.B. Claims and Accounts Payable Report
 - 5.C. Statement of Accounts and Budget Cash Report as of April 30, 2022

- 5.D. Monthly City Sales Tax Report
- 6. Proclamations, Presentations, Appointments, Affirmations & Introductions
 - 6.A. Acceptance of Resignation of Appointed Arts Council Member, Mr. Derek Dibbern
 - 6.B. Affirm Mayor's Appointment of Ms. Jaala Johnson as City Clerk
 - 6.C. Presentation of Baseball Contribution from Cortland Legion Post 253
 - 6.D. Alexa Check Day Proclamation
- 7. Reports
 - 7.A. Public Works and Parks and Recreation Department
 - 7.B. City Code Violations, Abatements, Nuisances and Permits
 - 7.C. Project Update on 68th Street & Hickman Road Roundabout
 - 7.D. Update on Development Moratorium
- 8. Public Hearings
- 9. Unfinished Business
- 10. New Business
 - 10.A. Resolution 2022-07, Employee Manual Update
 - 10.B. Master Agreement Work Order: Agreement for Professional Services with Olsson for Terrace View Fifth Addition - Power Distribution Design in the Amount Estimated at \$7,900.00
 - 10.C. Purchase Agreement with JaRo Land & Cattle LLC for Right of Way and Temporary Easement for S. 68th Street & Hickman Road Roundabout Project
 - 10.D. Purchase Agreement with Norris Public Power District for Right of Way and Temporary Easement for S. 68th Street & Hickman Road Roundabout Project
 - 10.E. Purchase Agreement with Messenger Electric, Bruce Messenger for Right of Way and Temporary Easement for S. 68th Street & Hickman Road Roundabout Project
 - 10.F. Purchase Agreement with JFirst State Bank for Right of Way and Temporary Easement for S. 68th Street & Hickman Road Roundabout Project

10.G. Consideration of Culture Index Agreement in the Amount of \$11,190.00

11. City Administrator's Report

12. Governing Body Comments & Council Correspondence

13. Meeting Adjournment

MINUTES OF THE HICKMAN CITY COUNCIL MEETING HELD May 10, 2022

Mayor Doug Hanson called the meeting to order at 7:00 pm on May 10, 2022 and referenced the meeting recording process, optional sign in sheet, and open meeting law posting. All those present stood and recited The Pledge of Allegiance. Council Members Steve Noren, Walt Nelson, Doug Wagner, Chad Parker, Tina Ziemann, Phil Goering, and Doug Hanson were present for Roll Call. Prior notice of the meeting and agenda were provided to the Mayor and all members of the Governing Body. Notice of the meeting was distributed and posted at Hickman City Hall, U.S. Post Office-Hickman, U-Stop Market and the City of Hickman Website.

Mayor Communications

Mayor Hanson discussed that today is voting day and it is nice to have the Community Center that gives us that space for events.

Consent Agenda

City Administrator presented and discussed the April 26, 2022 Meeting Minutes and line-item content of Claims Report with the Governing Body. Motion by Council Member Goering and a second by Ziemann to approve the consent agenda. The following Council Members voted "YEA": Nelson, Wagner, Parker, Ziemann, Goering and Noren. The following Council Members voted "NAY": None. Motion passed 6-0.

Proclamations, Presentations, Appointments, Affirmations & Introductions

Mayor Hanson presented National Public Works Week Proclamation May 15 through May 21, 2022. No action taken.

Reports

City Administrator presented the April 2022 Lancaster County Sheriff's Report. Motion by Council Member Parker and a second by Nelson to approve the Lancaster County Sheriff's Report. The following Council Members voted "YEA": Nelson, Wagner, Parker, Ziemann, Goering and Noren. The following Council Members voted "NAY": None. Motion passed 6-0.

City Administrator presented and discussed the April 2022 Community Center report with the Governing Body. No action taken.

Public Hearings – None

Unfinished Business

City Administrator presented Consideration of Change of Order No. 1 for Roundabout & Trail Underpass Project to Add Street Lights to the Project in the Amount Estimated at \$89,580.92 and recommended to table the agenda indefinitely since the quote we received was not accurate and once the accurate quote was received for \$110,000.00 and that price was considered too high. Bids have been requested from other companies and most don't want the job because they are busy. The city has street light poles in inventory that can be used for the project with our Public Work Department installing them, with assistance from Schmader Electric. Motion by Council Member Wagner and a second by Nelson to table Change of Order No. 1 for Roundabout & Trail Underpass Project to Add Street Lights to the Project in the Amount Estimated at \$89,580.92 indefinitely. The following Council Members voted "YEA": Nelson, Wagner, Parker, Ziemann, Goering and Noren. The following Council Members voted "NAY": None. Motion passed 6-0.

New Business

Mayor Hanson presented Hickman Area Community Foundation Request to Use City Owned Property for Events on September 04, 2022 and asked Linda Bryant to address the Governing Body. Linda Bryant discussed that the Hickman Area Community Foundation would like to use the City Main Park to host a circus for the third year. The foundation does receive 50% of ticket sales for presale of the tickets and 10% on day of tickets bought. There will be a tent raising event that the community is invited to the morning of the circus. The circus will need to use the city restrooms and water but not the electricity. Motion by Council Member Nelson and seconded by Ziemann to approve the Hickman Area Community Foundation Request to Use City Owned Property for Events on September 04, 2022. The following Council Members voted "YEA": Nelson, Wagner, Parker, Ziemann, Goering and Noren. The following Council Members voted "NAY": None. Motion passed 6-0.

City Administrator's Report

City Administrator presented that Oakview Park is being graded for the install of the park equipment to be scheduled. Stewart Family Skate Park is under construction and is planned to be completed the first week of June. City Administrator presented that the roundabout timeline is to have preliminary work done ahead of the July 5, 2022 closer date of the intersection. There will be utility work that needs will need done in the right of way of that intersection, the fees for the building permits that are required will be waived by the city, but the inspection fees will not be waived. The intersection closing starts July 5, 2022. The detours will be the same outside of the city, however the detour in town will change as the project progresses. The underpass completion will require the road to be closed for one day. The city will be in contact with Norris School in the fall once school returns and with the Hickman Rural Fire Department, so that they know what streets to avoid during the project. Motion by Council Member Ziemann and a second by Wagner to approve the City Administrators report. The following Council Members voted "YEA": Nelson, Wagner, Parker, Ziemann, Goering and Noren. The following Council Members voted "NAY": None. Motion passed 6-0.

Governing Body Comments and Correspondence

Governing Body discussed the City Office will be closed Monday May 30, 2022 for Memorial Day. No action taken.

Adjournment

Motion by Council Member Nelson and a second by Ziemann to adjourn the meeting at 7:46 pm The following Council Members voted "YEA": Goering, Noren, Nelson, Wagner, Parker and Ziemann. The following Council Members voted "NAY": None. Motion passed 6-0.

Mayor Hanson

Jaala Johnson, Deputy City Clerk

City Council Meeting May 24, 2022
Accounts Payable as of May 20, 2022

Vendor	Memo	Open Balance	Check No.
All Copy Products	Inv # AR3470548- Copies, Feb. 2022	260.33	
American Ramp Company	25% Stewart Family Skate Park Phase II per agrmt signed 12.14.2021. Funds from HACFF donated (\$200,000)	50,000.00	
Anna Guiffre	Utility Deposit Refund	100.00	
Aqua-Aerobic Systems, Inc.	Diffuser Membrane Kits (1Sleeve&2 Clamps), Diffuser Lifting Cable	6,716.44	
Art F/X	INV# 230449 - COH Polo Planning Commission	100.00	
BOK Financial	HICKMANGOR21B - Refunding Bond, 2021, Water Dept.	4,623.13	
BOK Financial	HICKMANGOR21 - Refunding Bond, 2021, Water Dept.	4,833.75	
Celebrity Staff	Inv# 2596802- Office Asst Temp Staff 04.25.22-04.26.22	476.85	
Celebrity Staff	Inv# 2587437- Office Asst Temp Staff 04.16.22-04.22.22	578.00	
Celebrity Staff	Inv# 2605996- Office Asst Temp Staff 05.2.22-05.22	578.00	
Cline Williams Law Firm	Inv # 330322- Legal Consulting for CRA(Tiff Consultation)	132.50	
CNA Surety	Bond Insurance, Treasurer 7/01/2022-07/01/2023	285.00	
Culligan of Lincoln	Account 662916 Salt/Water Softner 4.4.22	40.96	
Elliot Concrete & Construction	Concrete ADA Parking by Shelter 816SF, Concrete ADA Parking by Ball Field 816 SF	11,200.00	
Elliot Concrete & Construction	Concrete Sidewalk 2,456SF Oakview Park	18,850.00	
Executive Answering Service	Inv # 220500022- December 2020 Answering Service	78.25	
Haco Electric Company	Inv # 6259- Assist Installation 3 Pole Base DT Near New Theatre	1,770.47	
Hawkins, Inc.	Invoice # - Water Treatment Supplies, Water Dept.	20.00	
HBE, LLP	INV # 120988- Final bill for audit of financial statements year ending 9.30.21	8,950.00	
Johnson Service Company	Inv # 16397- Clean & CCTV Sewer, Remove Debris, Clean Lift Station, Sewer Dept.	11,930.95	
Lancaster County Sheriff's Office	Inv# C2921 - May 2022 Contractual Service	10,405.00	
Lancaster County Sheriff's Office	Inv# C2920 - April 2022 Extra Duty	405.37	
Lincoln Winwater Works	Hydrants/Material Hickory & Woodland Blvd & E. 4th & Maple	1,270.17	
Lincoln Winwater Works	3/4 Water Corps Stop Inventory	208.56	
Midwest Turf & Irrigation	Inv # 3888608 Spring Tine	154.43	
Municipal Supply, Inc. of Omaha	Inv # 0832933-IN - MRX Repair Meter Reader	434.26	
Odeys Inc.	Inv# 122946 - Base Cart	1,076.86	
Olsson	Inv# 420993 - Project # 017-32130 Roundabout Intersection Improvement	3,573.36	
Schmader Electric Const. Co., Inc.	Repaired 3 Light Poles & Adjusted Arm on Pole(Ball Park)	1,425.00	
Schmader Electric Const. Co., Inc.	Inv# 2316 Turn Off Transformer 24 Plex Change Out Phase Junction Box Lid	510.00	
Stanley Security Solutions	Inv# 6002422446- Maint. 6/1/2022 to 8/31/2022 - Main Park Security	112.05	
Stine, Laurie	Community Center Rental Refund4.29.22	100.00	
The Home Depot Pro	Inv# 685759862- Toilet Paper, Paper Towels, Soap	196.92	
Utica Baseball Organization c/o Dave Donohoe	2022 Baseball Tournament Entrance Fees (Paid out of Parks & Rec Activity Acct)	250.00	
Wheel-N-Deal Auto Sales, Inc	Inv # 050322-1 2022 Gravely Pro Turn 672 Lawnmower	13,256.10	
TOTAL		\$154,902.71	

**City Council Meeting May 24, 2022
Accounts Payable as of May 20, 2022**

Vendor	Memo	Payment	Check No
Ameritas Life Ins., Corp.	Employee Pension Plans	\$2,657.56	
Black Hills	Utilities - 115 Locust, 5th Street Shop & 588 Chestnut	\$245.98	ACH
ICMA	Employee Retirement Contribution	\$351.92	ACH
IRS	Payroll Taxes	\$6,260.33	EFPTS
State of Ne & Erin M McCartney	Employee Liabilities	\$727.85	32734/ACH
Payroll Distribution (Net Pay)	05.20.2022 City Staff	\$19,258.66	ACH
United Healthcare	Employee Premiums May 2022	\$344.77	ACH
UNUM	Employee Premiums June 2022	\$463.42	ACH
Windstream	WWTP& Community Center Monthly Phone Service	\$972.19	ACH
TOTAL		\$31,282.68	
TOTAL CLAIMS REPORT		\$186,185.39	

Reviewed and Approved on May 24, 2022

Mayor Doug Hanson

Council Member Ziemann

Council President Goering

Council Member Noren

Council Member Wagner

Council Member Nelson

Council Member Parker

**City of Hickman
Statement of Cash Bank Accounts
FY2021/2022**

<u>Account #</u>	<u>Account Name</u>	<u>February 2022</u>	<u>March 2022</u>	<u>April 2022</u>
	Cash on Hand	\$200.00	\$200.00	\$200.00
	Cash on Hand - Reading Centre	\$24.00	\$24.00	\$24.00
...8760	General Fund Checking	\$1,162,911.00	\$646,039.92	\$1,106,460.81
...1586	Linear Park Fund	\$2,306.04	\$2,302.04	\$2,302.04
...7412	Reading-Tech & Historical Center	\$3,280.31	\$3,280.31	\$3,160.31
...4500	Arts Council	\$1,761.20	\$1,761.20	\$1,761.20
...2843	Keno Revenue	\$169,965.27	\$71,229.69	\$77,145.75
...7578	Electrical Reserve (Baylor Heights Reserve)	\$73,924.25	\$73,927.39	\$73,930.33
...0938	TIF Account	\$610.84	\$606.84	\$602.84
...0863	Parks & Recreation Activities	\$66,632.29	\$78,637.70	\$80,262.63
...7420	Debt Service Reserve (CURR Series 2018 Bond Reserve)	\$155,089.34	\$155,105.10	\$155,119.59
...7479	Sewer Reserve Acct	\$60,524.80	\$60,523.37	\$60,521.77
...2883	CUR Revenue Series 2018 (Terrace View Reserve)	\$273,505.11	\$273,539.95	\$273,572.55
...4664	Street Sinking Fund	\$915,133.30	\$915,327.61	\$915,509.42
...5322	ARP Funds	\$209,987.17	\$210,013.92	\$210,038.95
...5333	Sales Tax Revenues (10/01/2021 new)	\$57,630.15	\$591,336.18	\$635,294.12
	Total Funds Available	\$3,153,485.07	\$3,083,855.22	\$3,595,906.31
...404	Hickman Area Economic Dev. Association	\$19,789.22	\$19,789.22	\$25,324.09
	Total HAEDA Funds Available	\$19,789.22	\$19,789.22	\$25,324.09
...965	Hickman Building Foundation	\$0.00	\$0.00	\$0.00
	Total Foundation Funds Available	\$0.00	\$0.00	\$0.00
Hickman Community Foundation	Endowment Fund	\$18,668.58	\$18,668.58	\$18,668.58
Hickman Community Foundation	Community Beautification Fund	\$118.00	\$118.00	\$118.00
Hickman Community Foundation	Aquatic Center	\$56,598.57	\$56,598.57	\$56,598.57
Hickman Community Foundation	Parks Improvement	\$144,780.80	\$144,780.80	\$144,780.80
as of March 31, 2021	Hickman Area Community Foundation Funds			

**CITY OF HICKMAN
BUDGET CASH REPORT
As of April 30, 2022**

Fiscal Year Completed:
58.33%

	April Receipts	April Expenditures	Expenditures to Date	Expenditures Budget	Budget Available	% of Budget Spent
GENERAL FUND	682,649.82	85,712.43	926,697.00	1,257,887.44	331,190.44	73.67%
STREET FUND	30,335.30	39,520.75	328,527.98	2,225,729.73	1,897,201.75	14.76%
WATER FUND	46,943.29	48,668.73	338,033.66	2,177,270.36	1,839,236.70	15.53%
ELECTRIC FUND	128,229.64	166,390.30	939,146.72	1,794,119.75	854,973.03	52.35%
SEWER FUND	59,272.81	120,063.88	459,340.75	1,137,623.93	678,283.18	40.38%
POLICE FUND	0.00	10,863.98	75,340.88	130,494.82	55,153.94	57.73%
PARK FUND	4,945.00	6,568.85	300,495.09	392,523.40	92,028.31	76.55%
TOTAL FUNDS	952,375.86	477,788.92	3,367,582.08	9,115,649.43	5,748,067.35	36.94%

	Principal Balances as of 10/01/21	April Expenditures	Loan Payments to Date	Expenditures Budget	Budget Available	% of Budget Spent
DEBT SERVICE						
2017 SEWER GO REFI	1,325,000.00		230,561.25	241,552.00	10,990.75	95.45%
2021 WATER GO REFI	1,400,000.00		139,615.74	144,249.49	4,633.75	96.79%
NDEE #317887 CLEAN WATER UV	499,143.00		22,701.61	45,352.70	22,651.09	50.06%
2018 ELEC/SEWER REFUNDING BOND	1,065,000.00		14,706.25	161,678.00	146,971.75	9.10%
2018 ELEC/SEWER NEW REVENUE (T.View)	1,085,000.00	63,523.75	63,523.75	81,647.50	18,123.75	77.80%
2021 COPS (Community Center)	3,315,000.00		158,121.25	190,305.00	32,183.75	83.09%
TOTAL DEBT SERVICE	8,689,143.00	63,523.75	629,229.85	864,784.69	235,554.84	
TIF LOANS						
AUTO CENTER	14,926.00	0.00	1,540.12	3,080.00	1,539.88	50.00%
FORMER SCHOOL HOUSE	9,595.00	0.00	2,396.00	4,792.00	2,396.00	50.00%
TOTAL TIF LOANS	24,521.00	0.00	3,936.12	7,872.00	3,935.88	

UTILITY ENTERPRISE	April BILLING	REVENUE TO DATE	% of Budget Met
ELECTRIC	123,036.00	881,103.94	48.95%
WASTEWATER	56,507.88	379,147.35	60.66%
WATER	38,525.87	265,867.30	53.17%
MISC (ie: SERVICE CALL, RETURNED CHECK FEE)	35.00	800.00	-
TOTAL UTILITIES	218,104.75	1,526,918.59	52.20%

	1-Apr	Monthly In/Out	30-Apr
CUSTOMER DEPOSITS	70,998.26	1,700.00	72,798.26

NEBRASKA DEPARTMENT OF REVENUE

LOCAL OPTION SALES AND USE TAX

REMITTED TO CITIES

COLLECTION MONTH*	SALES/USE TAX	CONSUMERS USE TAX	SALES TAX ON MOTOR VEHICLES	CURRENT MONTH'S REFUNDS TO TAXPAYERS	3% ADMIN FEE	ALLOCATION TO CITY	*** SETTLEMENT AMOUNT	NEXT MONTH'S REFUNDS TO TAXPAYERS	** SETTLEMENT DATE
AUGUST	41,692.48	236.63	9,521.55	0.00	(1,543.52)	49,907.14	49,907.14	0.00	10.22.2021
SEPTEMBER	41,453.17	726.44	9,199.70	0.00	(1,541.38)	49,837.93	49,837.93	0.00	11.22.2021
OCTOBER	40,175.85	300.98	10,591.50	0.00	(1,532.05)	49,536.28	49,536.28	0.00	12.22.2021
NOVEMBER	36,832.97	314.80	4,567.56	0.00	(1,251.46)	40,463.87	40,463.87	0.00	01.22.2022
DECEMBER	51,017.41	245.35	8,148.62	0.00	(1,782.34)	57,629.04	57,629.04	0.00	02.22.2022
JANUARY	36,893.13	324.88	8,984.76	0.00	(1,386.08)	44,816.69	44,816.69	0.00	03.22.2022
FEBRUARY	44,050.37	1,112.60	10,724.47	0.00	(1,354.89)	43,808.08	43,808.08	0.00	04.22.2022
MARCH									
APRIL									
MAY									
JUNE									
JULY									
TOTALS	292,115.38	3,261.68	61,738.16	0.00	(10,391.72)	335,999.03	335,999.03	0.00	

- * This is the tax month for which the local option sales and use tax was collected by retailers or paid by taxpayers.
- ** This is the date that payment will be electronically deposited into the bank account.
- *** This is the amount of the payment that will be received after refunds to taxpayers and administrative fees have been deducted.

TOTAL SALES TAX (RESTRICTED FUNDS)

Register: 104.1 - Cash in Bank - SALES TAX REVENUE
 From 04/01/2022 through 04/30/2022

Date	Number	Payee	Memo	Payment	Deposit	Balance
						\$591,336.18
4/22/2022			February 2022 Sales Tax Revenues		\$43,808.08	\$635,144.26
4/29/2022			Interest		\$119.86	\$635,264.12

RECEIVED
MAY 18 2022
BY: Jaala J.

To whom it may concern:

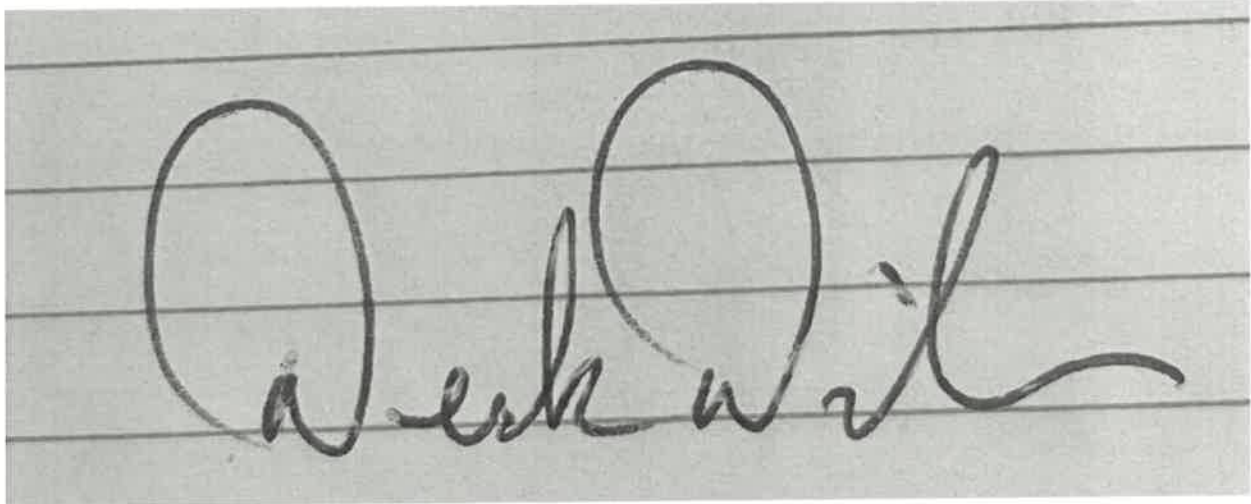
I, Derek Dibbern, hereby tender my resignation from The Hickman Arts Council.

It has been a marvelous experience, and if I hadn't just moved to Lincoln, I would certainly be staying.

Thank You for everything.

Sincerely,

Derek Dibbern



A photograph of a handwritten signature in cursive on lined paper. The signature reads "Derek Dibbern". The letters are dark and the background shows horizontal lines from the paper.

**CITY OF HICKMAN NEBRASKA
APPOINTMENT OF OFFICIALS, SERVICE PROVIDERS & BOARD COMMITTEES
DECEMBER 2021 TO DECEMBER 2022**

APPOINTED OFFICIALS – 2021/2022

City Administrator - Treasurer – Kelly Oelke
City Clerk – Jaala Johnson (updated 05/24/2022)
City Attorney – Kelly R. Hoffschneider
Public Works Facilities & Maintenance Director – Bobby Lovorn
Parks, Recreation & Recycling Director – Trent Georgiana
City Zoning Administrator – Heidi Hoglund
Director of Permitting, Zoning & Codes & Floodplain Management – Heidi Hoglund
City Emergency Management Director – Kelly Oelke
Alternate City Emergency Management Director – Bobby Lovorn
City Securities & Pledge Custodian Agent – Kelly Oelke
Chief Building Inspector – Dale Stertz
Police Chief – Terry Wagner, Lancaster County Sheriff's Office
City Engineer – Justin Stark, P.E., Olsson Associates
City Electrical Engineer – Eric Eihusen, P.E., Olsson Associates
City Street Superintendent – Justin Stark, P.E., Olsson Associates
City Electrical Inspector – Ray Paulson
City Plumbing Inspectors – Jeff Kreifels, Patrick Westlund
City HVAC Inspectors – Dave Hochstetler, SR, Dave Hochstetler, JR
Alternate Building Inspector – Tod Stertz

CITY SERVICES PROVIDERS

Official Publication of Record – The Voice News – Hickman, NE
Alternate Publication of Record – Lincoln Journal Star – Lincoln, NE
Primary Financial Depository – First State Bank Nebraska – Hickman, NE
City Auditors/Certified Public Accountants – HBE Becker Meyer Love, LLP

COMMISSIONS & BOARDS & COUNCILS

PLANNING COMMISSION

Current Appointment for Term Ending: December 2022

Andrew Seuferer
Nancy Brandt
Troy Pomajzl

Term Ending: December 2023

Dave Kulwicki
Eldren Echernkamp
Erik Nore – Alternate (updated 05/24/2022)
Colby Huenink – ETJ Representative (updated 05/24/2022)

Term Ending: December 2024

Josh Maurer
Cory Ostrander
John Meese Jr.

BOARD OF ADJUSTMENTS

Term Ending: December 2022

Dave Kulwicki – Planning Commission Representative
Matt Barber – Alternate

Term Ending: December 2023

Terry Ewing
Jo Farabee

Term Ending: December 2024

Scott Parker
Neil Lunzmann

HICKMAN ARTS COUNCIL

Current Appointment for Term Ending: December 2022

Ben Lueders

Term Ending: December 2023

Derek Dibbern
Bruce Becher

Term Ending: December 2024

Josh Brokering
Jennifer Folkerts

**HICKMAN AREA ECONOMIC DEVELOPMENT ASSOCIATION
ADVISORY COMMITTEE**

Kelly Oelke – Economic Development Director
Mayor Doug Hanson – City Representative
Hickman Area Chamber President – Business Sector
Walt Nelson – Community Foundation Representative
Dan Kubr – Developer Sector
Dr. John Schwartz – Educational Sector
Jerry Lentfer – Financial Sector
Jim Craig – Wellness & Recreation Sector

BOARD OF HEALTH

Mayor Doug Hanson
City Administrator Kelly Oelke
Deputy Sheriff John Brady
City Council President Phil Goering
Resident Health Official – Terrie Spohn, DNP, APRN-NP, FNP-BC

SAFETY COMMITTEE

Kelly Oelke - City Administrator
Bob Lovorn - Public Works Director
Trent Georgiana - Parks Department
Brian Reese - Activities Coordinator

HICKMAN AREA COMMUNITY FOUNDATION BOARD REPRESENTATIVE
Walt Nelson

HICKMAN BUILDING FOUNDATION, BOARD OF DIRECTORS
President, Kelly Oelke
Secretary, Jack Scott
Treasurer, Tina Carpenter

GOVERNING BODY COMMITTEE APPOINTMENTS
CITY PERSONNEL COMMITTEE
Ziemann, Goering, & Noren

CAPITAL IMPROVEMENT PLAN COMMITTEE
Wagner, Goering & Parker

PARKS & TRAILS COMMITTEE
Noren, Ziemann & Nelson

These Mayoral Appointments were passed and approved by Governing Body Majority Motion on this 24th day of May 2022.

Mayor Doug Hanson

ATTEST:

Jaala Johnson - Deputy Clerk

(Seal)

**PROCLAMATION
CITY OF HICKMAN
MAY 26, 2022
ALEXA CHECK DAY**

WHEREAS, In honor of Alexa Foster and the Foster family, Alexa Check Day benefits all Nebraskans by improving safety in our park and recreation facilities; and

WHEREAS, The Alexa Check means close attention is given to areas where your children play, playgrounds, restrooms, and playground equipment; and

WHEREAS, The City of Hickman values the safety of patrons in parks, playgrounds, and recreation areas; and

WHEREAS, The City of Hickman inspects all park and recreation facilities for signs of deterioration and damage; and

NOW, THEREFORE, I, Doug Hanson, Mayor of the City of Hickman, Nebraska, do hereby proclaim **May 26, 2022 as ALEXA CHECK DAY**.

FURTHER, I encourage all Citizens to inspect and ensure that park shelters and facilities their families use are safe.

Dated this the 24th Day of May 2022.

Doug Hanson, Mayor

ATTEST:

Jaala Johnson, Deputy Clerk

(SEAL)



Playground Equipment General Maintenance Checklist

SURFACING

Is there adequate protective surfacing under and around the equipment? Yes No

Have the surfacing materials deteriorated? Yes No

Are the loose-fill surfacing materials compacted? Yes No

Have the loose-fill surfacing materials been displaced under heavy use areas such as under swings or at slide exits? Yes No

DRAINAGE

Does the entire play area have satisfactory drainage, especially in heavy use areas? Yes No

GENERAL HAZARDS

Are there sharp points, corners or edges on the equipment? Yes No

Are there missing or damaged protective caps or plugs? Yes No

Are there hazardous protrusions? Yes No

Are there potential clothing entanglement hazards, such as open S-hooks or protruding bolts? Yes No

Are there crush and shearing points on exposed moving parts? Yes No

Are there trip hazards, such as exposed footings or anchoring devices, or rocks, roots, or any other obstacles in a use zone? Yes No

SECURITY OF HARDWARE

Are there loose fastening devices or worn connections? Yes No

Are moving parts, such as swing hangers, merry-go-round bearings, and track rides worn? Yes No

DURABILITY OF EQUIPMENT

Is there rust, rot, a crack, or a splinter on any equipment, especially where the equipment contacts the ground? Yes No

Are there broken or missing components on the equipment, especially handrails, guardrails, protective barriers, steps or rungs? Yes No

Are there damaged fences, benches, or signs on the playground? Yes No

Is all the equipment securely anchored? Yes No

LEADED PAINT

Is the paint peeling, cracking, chipping or chalking (especially any lead paint)? Yes No

Are there any areas of visible leaded paint chips or accumulation of lead dust? Yes No

GENERAL UPKEEP OF PLAYGROUNDS

Are there user modifications to the equipment, such as strings and ropes tied to the equipment or swings looped over the top rails, etc.? Yes No

Is the entire playground free from debris or litter, such as tree branches, soda cans, bottles, glass, etc.? Yes No

Are the trash receptacles in place and emptied? Yes No

Date of inspection _____

Inspected by _____



Playground Checklist

Playground/Park:	Inspector:	Date:
------------------	------------	-------

Priority 1: Permanent disability, loss of life or body part
 Priority 2: Serious injury or illness resulting in temporary disability
 Priority 3: Minor (non-disabling) injury
 Priority 4: Non-compliant

General Safety

Standard	Yes	No	If no, specifics	Priority	Equipment
Warning labels and age-appropriate signage present and legible					
Equipment free of crush and shear hazards					
Equipment free of entanglement hazards and protrusions					
Equipment free of sharp points and edges					
Bolt ends have less than two threads exposed					
No change in openings causing head entrapment					
No insect, bird or animal infestation					
Trees and bushes trimmed					
No roots, rock or other objects exposed to cause a tripping hazard					
No broken glass, trash or hazardous debris					
No user modifications (ropes tied to parts or equipment rearranged)					

Finishes & Material Conditions

Standard	Yes	No	If no, specifics	Priority	Equipment
Metal surfaces free of rust and loose paint chips					
Surfaces are clean and free of graffiti and vandalism					
Wood is not split and is free of rot, splinters, warping or checking					
Free of bent, broken, missing parts or excessive wear					
Plastic components are free of cracks or cuts					
Welds are intact and crack free					
PVC coatings are not peeling and in good condition					

Fasteners

Standard	Yes	No	If no, specifics	Priority	Equipment
Hardware is present, tight and fully engaged					
Pipe caps are present on ends of tubing					
Fittings/bearings are functional, greased squeak free					
Turnbuckles are engaged and properly adjusted					
Cables/ropes are anchored and not unraveled					

Drainage

Standard	Yes	No	If no, specifics	Priority	Equipment
No standing water in playground					

Structural Members

Standard	Yes	No	If no, specifics	Priority	Equipment
Footings/anchoring devices are secure and stable					
Structural members are sound and securely fastened					
Springs/rocking components in good repair					

Protective Surfacing

Standard	Yes	No	If no, specifics	Priority	Equipment
Loose-fill surfacing is level and at proper depth and shows no deterioration					
Borders of surfacing show no signs of erosion					
No bug or insect nests or other debris in surfacing					
Wear mats are properly secured in place and level					
Unitary surfaces are intact, free of depressions and ruts					
Surfaces intended to be accessible are essentially level (1:48 cross slope, 1:16 running slope)					
Accessible surfaces are free of abrupt changes of elevation greater than ½ inch and do not have cracks or gaps greater than ½ inch horizontal					
Transfer platforms have a height above the surfacing between 11 and 18 inches					

Slides

Standard	Yes	No	If no, specifics	Priority	Equipment
Slide bedway and rails are smooth and clear of debris					
Bedway at platform is free of entanglement hazard					

Swings and Moving Components

Standard	Yes	No	If no, specifics	Priority	Equipment
Chains are not twisted and are free of excessive wear					
S-hooks are not worn and are closed to within .04 inch					
Swing hangers and bushings are free of excessive wear					
Swing seats are smooth and in good condition					
Tire seats are lightweight, smooth and in good condition					
Tire swing assemblies are greased and in good condition					
All moving components are in good condition, secure and lubricated					
No exposed mechanisms, junctions of moving parts or components posing pinch or crush points					

Gripping and Stepping Components

Standard	Yes	No	If no, specifics	Priority	Equipment
Hand gripping components secure and do not rotate					
Stepping surfaces are level, stable and clean					
Foot holds/rungs are tight and free of excessive wear					

Public Works & Parks Department Report April 2022

Public Works

- Locate Tickets
- Cleaned Storm Sewer Gutters
- Mowed All City Property
- Cut Down & Trimmed Trees
- Put Up New Street Signs

Wastewater & Water

- Routine Sampling At Wastewater & Water Treatment Plants
- Routine Power Washing At Wastewater Clarifier
- Routine Running Of Sewer Lines
- Johnson Services Ran The Southwest Side Of Town Sewer Lines
- Moved Fire Hydrant At Hickory & Woodland Plaza
- Replaced Water Meters
- Put In Two New Water Valves One On E 4th Other On Stagecoach

Electric

- Repaired Street Lights
- Installed Electric Meters On New Homes
- Went Around Town & Resealed & Checked Pedestals, Transformers & Warning Stickers
- Replaced Lid On Three Phase Junction Cabinet At Cyprus & Kristi Ln

Parks

- Cleaned Bathrooms Daily
- Cleaned Up Flower Beds
- Mowed, Dragged & Marked Ball Fields
- Fixed Scoreboard On Buchanan Field
- Put Down Grass Seed By Batting Cages

Bobby Lovorn

Maintenance & Facilities Director

Trent Georgiana

Parks & Recreation Director

RESOLUTION NO 2022-07

A RESOLUTION ADOPTING THE CITY OF HICKMAN EMPLOYEE HANDBOOK WITH REVISIONS EFFECTIVE JUNE 1, 2022.

WHEREAS, the Governing Body and Mayor of the City of Hickman adopt and fully approve the City of Hickman Employee Handbook: This revised document includes section coverage of Employment Policies, Compensation Policies, Benefits, General Information, Group Health & Related Benefits, and Rules & Operating Procedures.

NOW, THEREFORE, LET IT BE RESOLVED by the Mayor and City Council of the City of Hickman approve the attached, revised City of Hickman Employee Handbook Dated May 24, 2022.

PASSED AND APPROVED THIS 24TH DAY OF MAY, 2022.

Doug Hanson, Mayor

Attest:

Jaala Johnson, Deputy Clerk

(SEAL)

CITY OF HICKMAN EMPLOYEE HANDBOOK



RESOLUTION NO.: 2022-07

ADOPTED: May 24, 2022

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SECTION 1 – WELCOME TO THE CITY OF HICKMAN

Introduction

The personnel system of the City of Hickman, Nebraska, provides a means to recruit, select, develop and maintain an effective and responsive work force and includes policies and procedures for employee hiring, advancement, training, job classification, salary compensation, benefits, discipline, dismissal and other related activities. The purpose of this guide is to serve as a written statement of the employment practices of the City of Hickman, Nebraska, for all employees.

As an employee of the City, your job is to serve the people of the City with efficiency and courtesy. It is your obligation to treat all citizens fairly, ethically, and with special privileges to none.

Every job with the City is important in that it provides a service to your employer's, the residents of Hickman. The manner in which you serve the public strongly influences the public relations of the residents of the City. Their opinions of their City government are based, to a large extent, upon their contact with City employees such as yourself.

This Employee Handbook is an outline of the basic personnel policies, practices, and procedures in the City of Hickman, Nebraska as it pertains to non-contracted salaried and hourly employees. The Employee Handbook supersedes all previous personnel policies and procedures adopted by the City of Hickman, Nebraska.

No handbook can anticipate every circumstance or question about policies. As Hickman continues to grow, the need may arise to change policies described in this handbook. Therefore, the City reserves the right to revise, supplement or rescind any policies or portion of the handbook from time to time, as it deems appropriate, in its sole and absolute discretion. If changes are made, you will be promptly notified.

This handbook is not a contract of employment. Nothing contained in this handbook or in any other statement of the city's philosophy, including statements made in the course of performance evaluations and wage reviews, should be taken as an express or implied promise of continuing employment. The city, like the employee, is free to terminate the employment relationship at any time for any or no reason.

The Mayor and City Council of the City of Hickman, Nebraska shall be the ultimate policy-making authority for the City in all matters pertaining to personnel administration.

If any section or provision of this Employee Handbook is in contravention of the laws or regulations of the United States, or the State of Nebraska, City Ordinances, or any court decree binding in this jurisdiction, such section or provision shall be superseded by the appropriate provisions of such laws or regulations, or court decrees, so long as the same shall be in force and effect, but all other sections and provisions of this Employee Handbook shall continue in full force and effect unless and until otherwise amended, supplemented, or cancelled by appropriate action by the Governing Body of the City.

Employee Acknowledgement And Receipt

This is to certify that I have read this employee handbook and am familiar with its contents. I understand that it is not a binding contract but a set of guidelines for the implementation of personnel policies. I understand that the City may modify any of the provisions of this handbook at any time, with or without notice, and may deviate from any provision of this handbook in its sole discretion. I also understand that, notwithstanding any of the provisions of this handbook, I am employed on an at will basis. My employment may be terminated at any time, either by me or by the City, with or without cause. I understand that no representative of the City, other than the Mayor, City Council or City Administrator, has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing. I acknowledge that I do not in any way rely upon the provisions of this employee handbook in accepting or continuing my employment with the City.

I have received a copy Resolution 2022-07, the City’s Employee Handbook, on the date listed below and I understand I am expected to read the entire handbook. I will sign two copies of this Acknowledgment, retain one copy for myself, and return one copy to the Company’s representative listed below. I understand a copy of this form will be retained in my personnel file.

Employee Signature

Employee Name (Printed)

Date

SECTION 2 - EMPLOYMENT POLICIES

Equal Employment Statement

It is the policy of the City to select candidates for employment on the basis of their qualifications and potential as these relate to the requirements of the particular position in question. The City of Hickman is committed to offering employment opportunity based on ability and performance, in a productive climate, free of discrimination. Selection is made without regard to age, sex, race, color, religion, national origin, marital status or disability or any other protected class under applicable local, state or federal law. All employees are treated equally with respect to benefits, compensation, and opportunity for training and advancement.

Americans with Disabilities Act of 1990, As Amended

The City will not discriminate against a qualified individual with a disability because of the disability in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment.

The City shall make a reasonable accommodation to a known physical or mental disability of an otherwise qualified applicant or employee unless the accommodation would impose an undue hardship upon the business operations of the City.

It is the policy of the City to require examinations as a part of its selection process or evaluation for continued employment only in the following situations:

1. After a conditional offer of employment has been extended to an applicant, and before the individual begins work for the City. Medical examinations are uniformly required of all applicants for positions within certain designated job categories;
2. Where there exists a need to determine whether an employee still is able to perform the essential functions of his or her job;
3. Periodic physical examinations to determine fitness for duty or other medical monitoring that is required by medical standards or by applicable federal, state or local law; or
4. Voluntary medical examinations, including voluntary medical histories that are part of employee health programs.

If a medical examination reveals or confirms that a job applicant or employee has a disability, this information will not be used by the City to unlawfully discriminate against the job applicant or employee on the basis of disability. The City will not use the results of a medical examination that reveals or confirms a disability to withdraw an offer of employment or discharge an employee unless the disability limits the individual in the performance of the essential functions of his or her job and no reasonable accommodation can be made.

The results of any medical examination performed by or on behalf of the City will be collected and maintained on separate forms and in separate medical files and will be treated as confidential. Medical information may be disclosed only under the following circumstances:

1. Supervisors and managers may be informed about necessary restrictions on the work or duties of the employee and any necessary accommodations;
2. First aid and safety personnel may be informed, where appropriate, if the disability might require emergency treatment; and
3. Government officials investigating compliance with federal laws shall be provided relevant information upon request.

Harassment Policy

The City of Hickman does not tolerate harassment of any kind and forbids retaliation against anyone who has reported harassment in good faith.

1. In general, ethnic or racial slurs, jokes and other verbal or physical conduct relating to a person's race, color, national origin, religion, sex, age, marital status, and physical or mental disability or any other prohibited basis of discrimination under applicable local, state or federal law constitute harassment when they unreasonably interfere with the person's work performance or create an intimidating work environment.
2. Age harassment has been defined by federal and state regulations as a form of age discrimination. It can consist of demeaning jokes, insults, or intimidation based on a person's age.
3. Sexual harassment can consist of unwelcome sexual advances, requests for sexual favors, or other physical and verbal conduct of a sexual nature by supervisors or others in the work place.
 - A. Sexual harassment exists when:
 - i. Supervisors or managers make submission to such conduct either an explicit or implicit term or condition of employment including hiring, compensation, promotion, or retention;
 - ii. Submission to or rejection of such conduct is used by supervisors or managers as a basis for employment-related decisions such as promotion, performance evaluation, pay adjustment, discipline, work assignments, etc.

- B. Sexual harassment may also exist when co-workers (or non-employees, such as vendors, customers and clients) engage in such conduct, when the conduct unreasonably interferes with an employee's work performance or creates an intimidating, hostile or offensive work environment.

It is important to note that sexual harassment does not have to involve conduct of a sexual nature in order to constitute unlawful behavior. For example, abusive, offensive, or demeaning behavior that is directed to members of one gender only (whether male or female) may be deemed a form of sexual harassment, even though the conduct was not motivated by sexual desire or gratification. In addition, harassment of a male by another male, or female by another female, may also constitute an unlawful form of sex discrimination. The City's policy prohibits sexual harassment regardless of the gender of the perpetrator or the victim.

Examples of the types of conduct which could be considered sexual harassment and which is prohibited by City policy include, but are not limited to, the following:

- Sexually suggestive touching
- Unwanted deliberate touching, leaning over, cornering or pinching
- Lewd, off-color or sexually oriented comments or jokes
- Making sexual gestures with hands or through body movements
- Questions about another's sex life or experiences
- Stories about your sex life or experiences
- Multiple requests for dates or other activities
- Sexually suggestive profanity
- Unwanted pressure for sexual favors
- Whistling at someone or cat calls
- Looking a person up and down (elevator eyes)
- Display of sexually suggestive images
- Referring to an adult as a girl, hunk, doll, babe or honey

Any failure by a supervisor to report such workplace harassment complaints or situations to the City Administrator shall be considered to be a violation of this policy and shall subject the supervisor to appropriate corrective or disciplinary action. A supervisor still has the responsibility to report in cases where the parties involved have indicated they are not offended or have resolved the matter informally.

Harassment Policy Complaint Procedure

1. If you have a complaint about an incident of harassment, you should immediately ask the offending party to stop, if you are comfortable doing so.
2. If the harassment does not immediately cease or you are uncomfortable asking the offending party to stop, you should immediately report the matter to your supervisor.

3. If your supervisor is not an appropriate person for your complaint, or if you feel more comfortable bypassing the other steps, you may take the matter directly to the City Administrator.
4. If you are not satisfied with the response given in Step 3, submit the concern in writing directly to the Mayor. After the Mayor receives the written copy of the harassment complaint, you may arrange to meet with the Personnel Committee, and at the discretion of the Personnel Committee, with the City Council.

To avoid misunderstandings, complaints made to your supervisor, the City Administrator, or the Mayor require completion of a complaint report, either by you or by the person to whom the complaint is made, summarizing the allegations and listing any witnesses to the alleged harassment. You should be sure to retain a copy of this initial complaint report to confirm that you have complied with this procedure.

All complaints will be thoroughly investigated and conducted as confidentially as possible and consistent with the effective handling of the complaint and the goals of this policy. All employees have a responsibility both to cooperate fully with the investigation and to keep the matter confidential, whether the employee is the accused person, the complaining one or merely a potential witness. Persons who are interviewed should not discuss the matter with co-workers, friends or management. This does not mean, however, that employees may not complain to civil rights agencies. Appropriate corrective action will be taken, up to and including the discharge of offending employees.

Anti-Retaliation Policy

The City of Hickman recognizes that retaliation against employees who exercise their lawful rights has no place in the workplace. Retaliation not only raises legal concerns, but it can also seriously damage employee morale within an organization. This policy describes what is meant by prohibited retaliation and sets forth a procedure for employees to bring forth complaints of retaliation without fear of retribution from their supervisors or coworkers.

Retaliation can take many forms. For the purposes of this policy, retaliation means taking a "materially adverse action" against an employee because he or she:

- Opposed what he or she in good faith believed to be an unlawful or discriminatory practice of the City or its employees;
- Participated in a governmental proceeding as a claimant or witness, where the purpose of the proceeding was to investigate allegations of unlawful or discriminatory conduct on the part of the City or its employees;
- Exercised his or her legal rights, such as filing a complaint of discrimination, a claim for workers' compensation benefits, or similar conduct; or,
- Fulfilled a legal duty, such as testifying in court under compulsion of a subpoena, serving on jury duty, reporting suspected abuse, or fulfilling military obligations.

Taking "materially adverse action" means taking actions that would dissuade a reasonable worker from opposing the practice, participating in the proceeding, or otherwise engaging in the

activities given as examples in the last paragraph. This might include actions such as refusing to hire or rehire, disciplining or discharging, refusing to promote, demoting, giving unfavorable job assignments, giving an unfavorable job evaluation, or otherwise depriving an individual of the tools he or she needs in order to be successful on the job.

This policy applies to all employees of The City of Hickman, regardless of position.

Anti-Retaliation Policy Reporting Procedure

If you experience or witness a violation of this policy, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the City Administrator and/or the Mayor.

Any failure by a supervisor to report such workplace retaliation complaints or situations shall be considered to be a violation of this policy and shall subject the supervisor to appropriate corrective or disciplinary action. A supervisor still has the responsibility to report in cases where the parties involved have indicated they have resolved the matter informally.

Immigration Law Compliance

The City of Hickman is committed to employing only United States citizens and those persons who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new and rehired employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the City Administrator.

Drug Free Workplace

It is the City's policy to maintain a safe, productive working environment for everyone, and to safeguard City property. As part of this policy, the City prohibits the use, sale, transfer or possession of alcohol, drugs or controlled substances by employees while on duty. The City also prohibits any visitor, contractor, or employee of any contractor from being on City premises or municipal work sites while under the influence of alcohol, drugs or controlled substances. For purposes of this policy the following definitions are applicable:

1. Alcohol includes all intoxicating beverages that contain alcohol, including beer and wine.
2. "Drugs" and "controlled substance" means any drug listed in 21 U.S.C. Section 812 and other federal regulations. Generally, these are drugs which have a high potential for abuse. Such drugs include, but are not limited to Methamphetamine, Heroin, Marijuana, Cocaine, PCP, and "Crack". They also include "legal drugs" which are not prescribed by a licensed physician for the employee using or in

possession of such drugs. Any questions about whether or not a substance is a drug or controlled substance should be directed to your supervisor.

Anyone taking a drug or other medication, whether or not prescribed by the employee's physician for medical conditions, which is known or advertised as possibly affecting or impairing judgment, coordination, or other senses or which may adversely affect the ability to perform work in a safe and productive manner, must notify his or her supervisor or other City official prior to starting work. The supervisor or City official will decide if the employee can remain at work on the City's premises or municipal work site and what work restrictions, if any, are deemed necessary.

The City may ask employees to make reasonable assurances that they are not currently engaged in the unlawful use of drugs, and it may require an employee to submit to drug testing to determine compliance with this policy and to ensure that the employee is not then engaging in current illegal use of drugs. Refusal to submit to drug testing when reasonably requested shall give rise to a presumption of a violation of this policy. Any employee who violates or refuses to comply with this policy may be disciplined, which may include discharge from employment with the City.

Introductory Period

The introductory period for new employees is sixty (60) days. The introductory period will be used to evaluate the employee. This period is a continuation of the selection process and is a time in which the new employee should demonstrate they are suited for the position. This period is not a guarantee of employment for sixty (60) days. Towards the end of the employee's introductory period, they will be formally evaluated. Should the employee's evaluation be satisfactory or above, they will be placed on employment status with the City. Evaluation forms must be signed by the employee, supervisor and the City Administrator to which the employee is assigned.

During the initial sixty (60) day introductory period, an employee is not entitled to paid sick leave, vacation time, pension, or other benefits available for employees of the City; however, when an employee obtains employment status, sick leave benefits and vacation leave to which he/she is otherwise entitled will be retroactive to the date of original employment. *Health insurance benefits are available for *permanent* employees beginning on the first day of the month following 60 days of at least 30 hours per week employment (See Insurance Coverage)*

Employee Evaluation

Employees will have an annual evaluation conducted in the month of July at a time and date to be determined by the City Administrator. The City Administrator, along with the employees' supervisor when applicable, will meet with each employee to conduct the evaluation. Upon completion of the evaluation by the City Administrator, the City Council Personnel Committee along with the City Administrator will meet with each Director and any additional employee of their choosing to discuss their evaluation. When the Personnel Committee chooses to meet with non-Director level positions, the Supervisor shall be allowed to attend the meeting. Evaluations will be used by the City to inform the employee of their performance of the assigned job and to determine the rate of pay for the employee.

Employees will be evaluated on the performance of their duties, based on the official evaluation form of the City, as determined by the City Administrator and accepted by the City's Personnel Committee.

Job Descriptions and Employee Classifications

Full-time Director Positions, Clerk and Deputy Clerk duties are defined within the individual job descriptions. Other City employees shall perform, as required by their supervisors, the tasks that fall within the scope of the business and operation of the City. Compensation rates are determined through the Employee Classifications as outlined in the current Appointed Officials Salaries Ordinance. Any revisions to the descriptions will be approved by the City Administrator and ranges will be approved by the City Council.

In addition to the duties described, Public Works Department and Parks & Recreation Department employees are required to maintain a daily work log. The log will show the days and the hours worked by the employee and a general description of the work performed each day. The daily log will record the days of sick leave used and the vacation used.

A work schedule will be created by the employment supervisors; employees will periodically be required to be on 24-hour call.

Unless otherwise indicated elsewhere in the Personnel Manual, the following definitions and meanings shall apply throughout this Personnel Manual:

1. Full-time Employees are those persons employed by the City whose employment is continuous and who customarily works at least forty (40) hours per week.
2. Part-time Employees are those persons employed by the City whose employment is continuous and who customarily works less than forty (40) hours per week, at least six (6) months per calendar year.
3. Temporary or Seasonal Employees are those persons employed by the City whose customary employment is less than six (6) months during a calendar year.

Job Description & Compensation of Appointed Officials/Employees

Job Descriptions are developed and kept as a separate document from the Employee Handbook. These position profiles are available and can be obtained from the City Administrator. Compensation of Employees is adopted by City Ordinance through compensation ranges for officials and employees of the City of Hickman.

Attendance and Hours of Work

Employees shall be in attendance at their place of work in accordance with the policies regarding hours of work, holiday and leave. If an employee, for some unavoidable reason, cannot report for work, they shall notify their direct supervisor within the first 30 minutes of their normal duty time.

Scheduled hours of work shall be as follows for the various departments (employee schedules are subject to change as necessary for the continued and efficient operation of the City):
City Hall Office Hours: 8:00 a.m. to 5:00 p.m.

Public Works Department: 7:30 a.m. to Noon and 12:30 p.m. to 4:00 p.m.

A normal work week of the City of Hickman is 40 hours, except as otherwise scheduled for part-time employees by their respective supervisor.

Political Activity

City employees may not interfere or use the influence of their office for political reasons. They shall not participate in any political activity during normal working hours or when otherwise engaged in the performance of official duties. No employee shall engage in any political activity while wearing City logo apparel or a uniform required by the City. While on duty as a City employee, no employee may solicit or receive political contributions for himself/herself or for the benefit of other candidates or issues in any election. An employee may not represent themselves as an employee of the City while being involved in an outside political activity. City employees may not be a candidate or be elected to the office of Mayor or City Council while employed. Employee shall resign from employment with the City before filing for a City office.

Social Media Policy

Unless specifically instructed, employees are not authorized and therefore are restricted from speaking on behalf of the City. Employees may not publicly discuss confidential or proprietary information outside of City-authorized communications. Employees are expected to protect privileged data. For example, employees, vendors or clients are prohibited from disclosing personal employee and nonemployee information and other proprietary and nonpublic information to which employees have access. Such information includes but is not limited to citizen financial information, legal process information, and personnel issues.

Employees should have no expectation of privacy while using the internet. Posting can be reviewed by anyone, including City staff. The City reserves the right to monitor comments or discussions about the City, its employees, vendors and contractors posted on the internet by anyone, including employees. The City may use blog-search tools and software to monitor forums such as blogs and other types of personal journals, diaries, personal and business discussion forum, and social networking sites.

Authorized Social Media on behalf of the City. Only authorized employees can prepare and modify content for the City of Hickman website and/or the social networking entries located on the web. Content must be relevant and valuable to the City's purposes and mission. If uncertain about any information, material or conversation, discuss the content with the respective supervisor or City Administrator. Employees shall comply with all copyright and other laws when posting content on social media on behalf of the City.

The City Clerk and City Administrator are authorized to remove any content they deem inappropriate from City owned social media accounts. The City reserves the right to take legal action against any user who engages in prohibited or unlawful conduct.

Social Media-Personal/Non-City. The City respects the right of employees to write blogs and use

social networking sites and does not want to discourage employees from self-publishing and self-expression. Employees are expected to follow the guidelines and policies set forth to provide a clear guideline to you as an individual and to you as the employee.

Bloggers and commenters are personally responsible for their commentary on blogs and social networking sites. Employees shall not use City-owned equipment, including computers, company licensed software, or other electronic equipment, or productive work time to conduct personal blogging or social networking activities.

If an employee chooses to identify himself/herself as a City of Hickman employee, then readers may view this employee as one who speaks for the City of Hickman. Therefore, employees are responsible to ensure all viewers of their personnel social media accounts are aware the employee is expressing their personal beliefs and not those of the City of Hickman or any person or organization affiliated or doing business with the City of Hickman.

Employees are not authorized to use the City of Hickman's logo on personal blogs or other sites, nor may they post City documents or pictures which would lend the impression of official approval of these personal postings.

Communications with Media Policy

The City of Hickman employees are not authorized to speak to the media unless the City Administrator grants authority. If contacted by the media, employees should refer the reporter or representative directly to the City Administrator.

Employment At-Will

Employees of the City are employees at-will. Employment is not for a definite term of time and there are no contractual or statutory restrictions upon the right of discharge unless specifically provided in a written employment agreement.

Abandonment

All employees of the City shall be on duty at the times indicated by the rules and under the conditions of their employment. An employee who is absent without leave and who fails to return to duty within 72 hours may be deemed to have resigned the position. Such resignation is not in good standing and the employee may not be eligible for future employment with the City.

SECTION 3 – COMPENSATION POLICIES

Pay Plan

All City employees shall be paid on Fridays on a bi-weekly basis (see yearly Payroll Distribution Schedule, available from the Treasurer/Finance Director). There shall be twenty-six pay periods per year. In the event that a payday is on a holiday, payday shall be on the day prior to the holiday or the next business day, depending on the City Office and banking schedules. Direct Deposit is mandatory and the use of other payment methods may be used at the discretion of the City Administrator.

Each employee paid on the basis of an hourly wage shall be responsible for maintaining and submitting a time sheet (signed by the employee's immediate supervisor, if applicable) to the Treasurer/Finance Director or City Administrator, for each pay period. Time cards must be submitted prior to 5:00 pm on the Monday following the end of the pay period. Pay Period Schedules are available upon request to the Treasurer/Finance Director.

The following required deductions will be made from each paycheck based upon the exemptions on the W-4 Form:

1. Social Security/Medicare FICA Tax.
2. Federal Income Tax.
3. State Income Tax.
4. Pension plan deductions.

The City will not provide payment of wages in advance to any employee.

An employee who is terminated, laid off, or voluntarily resigns shall receive their final paycheck in accordance with the Nebraska Wage Payment and Collection Act (Neb. Rev. Stat. §48-1230).

Each employee who terminates or has their employment terminated, shall be entitled to compensation for their accumulated and unused vacation leave at the rate of compensation received by such employee at the date of termination of such employment, less all applicable taxes.

Upon the in-service death of a full-time or part-time employee, his/her estate shall be entitled to payment for such termination pay, accumulated and unused vacation leave and if eligible, sick leave conversion pay (less appropriate withholding taxes) as was available to the employee at the time of his/her death.

Time Clock/Time Sheet Procedures

Every City of Hickman employee has assigned working hours. Time tracking software will be provided and nonexempt hourly employees are responsible for clocking in and out. Travel time will be paid if required by applicable law. Employees are prohibited from working through their lunch period unless specific authorization is received from their supervisor.

Time tracking software will be monitored closely to ensure accuracy. Wages are adjusted according to employee submitted time tracking software. Employees clocking or logging in late will be docked accordingly. Any deviation from the assigned working hours **MUST** be approved in advance by your supervisor and any time clock adjustments must be accompanied by a note in the time tracking software and approved by a Supervisor or Director. Employees may be issued a warning for the first discrepancy, will be put on probation for the second discrepancy and will be dismissed for the third discrepancy in any calendar year, including late arrival without prior approval from the supervisor. Falsification of records or documents is a violation of City policy and will result in disciplinary action up to or including discharge in accordance with City policy.

The time clock or time sheet procedures are as follows:

1. Clock/Log in at the beginning of the workday/shift and log out at the end of the assigned work day/shift.
2. Clock/Log out at the beginning of your lunch period and log in at the end of your lunch period.
3. It will not be necessary to clock/log in and out for the morning and afternoon 15-minute breaks which may be taken at a time of the Supervisor's discretion.
4. Failure to clock/log in or out will result in disciplinary action being taken.

Compensatory Time, Emergency Overtime, Payroll Calculation, & Workweek Hours

City employees are responsible for certain services provided by the City that are operational 24 hours a day. It is expected that employees involved in providing or administering such services may be required to work beyond regular hours of employment.

City Time-Off Requests must be submitted in the Time tracking software twenty-four (24) hours prior to departure to your supervisor and/or City Administrator for consideration.

Compensatory Time and/or Emergency Overtime shall be assigned by the City Administrator to meet essential operating needs. Employees are expected to seek advance approval for overtime work, if possible, and to report overtime worked at the time of reporting other hours worked in the work-reporting period. If at any time, it appears an employee is taking advantage of the overtime policy, a system of approval can be implemented for that person alone, or for all personnel at the discretion of the City Administrator. As a general rule, overtime is granted only for work considered to be an emergency or necessary (i.e., water main break; sewer backup; Water Treatment Plant or Wastewater Treatment Plant issues; interruption of electrical service; snow removal; disaster event.) The City prefers employees flex their work schedule for non-emergency tasks such as City Meetings or other non-emergency tasks.

A workweek is defined as Sunday at 12:00am (midnight) through Saturday at 11:59pm.

A non-exempt weekly or hourly-paid staff member who works in excess of their regular schedule up to 40 hours in a workweek will be compensated in either of the following ways:

1. Paid at time and one-half their regular hourly rate for time worked in excess of 40 hours in the work week; or,
2. Time off (compensatory time) at one and one-half hours for every hour of overtime.

For payroll calculations, the following leave types will be counted as time worked:

1. Holiday Leave;
2. Vacation Time;
3. Compensatory Time;
4. Sick Time;
5. Bereavement; and,
6. Jury Duty.

Vacation Time and Sick Time cannot be used to obtain more than 40 hours in a workweek. When emergency situations occur, employees are automatically eligible for emergency paid time or compensatory time at one and one-half regular rate of pay for all hours outside regular scheduled work hours. Emergency overtime that is already being provided at one and one-half regular rate of pay will not be included in standard 40-hour workweek calculations.

Overtime will not be granted for work completed during normal working hours of the department as listed in this manual. Employees are encouraged to flex their time by coming into work early and leaving early for emergencies when applicable. City Administrator and/or Supervisor has the authority to dismiss employees after eight hours of work, if the employee's services are not required as determined by supervisor. When an employee flexes their schedule during an emergency event that takes place on a normal working day, emergency overtime will not be calculated until more than eight (8) hours is worked that day.

It shall be the employee's decision to either bank compensatory time off or be paid overtime for any compensation obligations that may have occurred. It is a general understanding that hours will be banked, unless written notice is provided to the Treasurer/Finance Director in conjunction with submittal of timecard.

At the end of each pay period, a written record of comp time worked during the period will be reviewed by the Treasurer/Finance Director or City Administrator. All timecards or log sheets must be signed by Employee. Electronic submission of time worked by employee in the time tracking software will constitute a "signature".

No more than sixty (60) hours of earned compensatory time may be banked at any one time. If an employee would prefer a pay out of compensatory time, a written request must be made to the Treasurer/Finance Director and approved by the City Administrator. City Administrator may allow temporary excess of sixty (60) hours in individuals comp banks until scheduling balances are achieved.

Upon termination of employment, an employee shall be paid for unused compensatory time at a rate of compensation not less than: (a) the average regular rate received by the employee during the last three years of his employment or (b) the final regular rate received by the employee, whichever is higher.

Weekend Day and Holiday Duty

Certain employees will be required to be on-call and conduct weekend duty tasks.

On-Call Duty period will be from end of regular scheduled workday Friday until start of regular scheduled workday the following Friday, excluding regular scheduled hours Monday through Friday.

The employee on-call will be required to be within a fifteen (15) minute response time of the city limits in case of an emergency. The on-call employee will be required to visit the Water Treatment Plant and Wastewater Treatment Plant on each weekend day and holiday to perform duties as assigned by the Supervisor. Each employee will be provided eight (8) hours added to their compensatory bank, for the On-Call Duty Period and visiting the Water Treatment Plant and Wastewater Treatment Plant on Saturday and Sunday.

All employees conducting weekend/holiday duty are allowed and encouraged to take a city vehicle home to be used for all official business of the City.

Fire Calls

While the City of Hickman encourages your participation as a firefighter for the Hickman Rural Fire Protection District, priority must be given to your full-time position with the City. During City related emergency situations and to ensure safety of all City employees you will be required to receive permission from the Public Works Director or immediate job site supervisor before responding to a Fire Call. The City will pay for up to three (3) hours per week of response time to official Hickman Rural Fire Protection District fire and rescue calls. Vacation and compensatory hours may be utilized for time volunteering for the Fire District beyond the three (3) hours per week allowance from the City.

SECTION 4 – GENERAL BENEFITS

Holidays

The City of Hickman follows all Federal and State declared holidays.

The following named days shall be official holidays for full-time and part-time employees:

New Year's Day	January 1
Martin Luther King Day	3 rd Monday in January
President's Day	3 rd Monday in February
Arbor Day	Last Friday in April
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	4 th Friday in November
Christmas Day	December 25

The City Offices shall be closed on these days. If an official holiday occurs on a Saturday or Sunday when City offices are normally closed, the holiday will normally be observed on the prior Friday or following Monday, at the discretion of the Mayor. All full-time employees are eligible for, and shall receive, compensation for the Holiday at the normal rate of pay. All permanent part-time employees are eligible for, and shall receive, up to six hours of pay for the Holiday based on the hours normally worked.

All seasonal and/or temporary employees are ineligible for, and shall not receive, compensation for holidays unless they work such days, in which case, they will receive their regular rate of compensation for hours worked.

Vacation Leave

The purpose of vacation leave is to provide the employee the opportunity for rest and relaxation, free from the rigors of their job. Therefore, it is the policy of the City of Hickman that an employee not be paid in lieu of vacation leave, but they actually take the accrued vacation leave. All employees will be entitled to receive paid vacation leave under the following schedule:

Full-time employees earn vacation leave based on the following:

1. 1st Year through 3rd Year of Employment = 10 Days or 80 Hours
2. 4th through 6th Year of Employment = 15 Days or 120 Hours
3. 7th Year through 9th Year of Employment = 20 Days or 160 Hours
4. 10th Year of Employment and Each Thereafter = 25 Days or 200 Hours

For permanent part-time employees paid vacation time shall be implemented as follows:

1. For every 200 hours worked, eight hours paid vacation time shall be given.
2. After seven years of employment, sixteen hours paid vacation shall be given for every 200 hours worked.

Employees may carry unused vacation time forward to the next benefit year. If the total amount of unused vacation time reaches a maximum cap of 200 hours at any time, further vacation accrual will temporarily stop until such time as the total accrued vacation amount falls below the maximum.

Vacation leave cannot be used before it is earned. If a City employee puts in a request for time off prior to earning vacation leave, any time off the City grants will be unpaid.

Vacation schedules shall be coordinated between applicable employees and their supervisor prior to the date or dates requested for vacation leave.

Holidays occurring during scheduled vacation leave shall not be charged against vacation leave, but against holiday leave. Temporary employees are ineligible for vacation leave.

City Employees that have earned vacation hours over multiple years of service shall retain these recorded totals and have these verifiable hours available to their credit as indicated by the Payroll Time-Off Report.

Sick Leave

Since occasional absences due to illness occur, the City provides paid sick leave to all full-time and part-time employees. Temporary and seasonal employees are not eligible for paid sick leave.

Full-time employees shall receive one sick day per month cumulative to a maximum of 90 Days or 720 Hours.

Permanent part-time employees shall receive five hours sick leave per 200 hours worked cumulative to a maximum of 20 Days or 160 Hours.

The following conditions are considered valid reasons for use of sick leave:

1. When an employee is unable to perform his or her duties because of sickness, disability, or injury. Pregnancy, post-natal recovery, and miscarriage shall be considered temporary disabilities and treated the same as any other temporary disability under our policies.
2. When an employee obtains medical, surgical, dental, or optical examinations or treatment.
3. When an employee's presence at work jeopardizes the health of others by exposing them to a contagious disease.
4. When illness, disability, or injury of an immediate family member demands the employee's presence. The immediate family shall be considered as: spouse, children, and parents. At the City Administrator's discretion, the definition of immediate family may be broadened.

Sick leave is not to be considered a "given;" it is a benefit awarded at the time of illness or a doctor's recommendation that the employee is not fit to work. Sick leave is not to be used as vacation leave and shall be denied when the City has facts to show the employee is abusing sick leave privileges.

Employees shall notify the City Office in advance when planning to use sick leave for dental appointments, physical examinations, etc. In case of sickness, injury, or emergency, or any other absence that cannot be approved in advance, you should advise your supervisor and City Administrator as soon as possible.

An employee may be required to submit substantiating evidence when the reason for leave request was a medical or dental appointment. Substantiating evidence may also be required if sick absence exceeds three workdays but is less than ten workdays. Substantiating evidence *will be* required if the sick leave absence is ten workdays or longer unless the sick leave is being used as part of intermittent FMLA leave. Substantiating evidence may also be required if sick leave abuse is suspected.

Sick leave requests will be taken on a working hour basis. Holidays which occur during the period an employee takes sick leave do not count as sick leave, but against holiday leave.

By mutual agreement with the City Administrator, employees who use all their accrued sick leave during illness or injury may use their accrued vacation leave. You may be granted a leave of absence without pay upon written request to the City and approval from the City Administrator.

Sick Leave Conversion (Completion of 15 Years of Services)

Employees leaving employment with the City prior to fifteen (15) years of continuous service are not eligible for reimbursement of their unused sick leave.

As a benefit to continuous long-term full-time employees, a percentage of unused sick leave will be converted to pay upon voluntary termination. To be eligible for this reimbursement the employee must have at least fifteen (15) years of service with the city and at least 360 hours of banked sick leave. The percentage of banked sick leave reimbursement is based on the number of years of service, up to a maximum of \$20,000, at the following rates:

1. 15 Years of Continuous Service = Reimburse 20% of Banked Sick Leave
2. 20 Years of Continuous Service = Reimburse 40% of Sick Leave
3. 25 Years of Continuous Service = Reimburse 60% of Sick Leave
4. 30 Years of Continuous Service = Reimburse 100% of Sick Leave

Sick Leave Donation

The City of Hickman recognizes that employees may face a family emergency or a personal crisis that causes a severe impact to them resulting in a need for additional time off in excess of their available sick/vacation/compensatory time. To address this need, all eligible employees will be allowed to donate sick time from their unused balance to their co-workers in accordance with the policy outlined below. Participation in donating and receiving sick leave is strictly voluntary. Employees who donate or receive sick time must be employed with the City of Hickman for a minimum of six (6) months.

Employees who would like to make a request to receive donated sick time from their co-workers must have a situation that meets the following criteria:

Family Health Related Emergency: Critical or catastrophic illness or injury of the employee or an immediate family member that poses a threat to life and/or requires inpatient or hospice health care. Immediate family member is defined as spouse, domestic partner, child, parent or other relationship in which the employee is the legal guardian or sole caretaker.

Other Personal Crisis: A personal crisis of a severe nature that directly impacts the employee. This may include a natural disaster impacting the employee's primary residence such as a fire or a severe storm.

Employees who donate sick time from their unused balance must adhere to the following requirements:

- Donation minimum - Four (4) hours
- Donation maximum - No more than 50% of employee's current balance
- Donations must be made in one (1) hour increments
- No employee may donate any sick time within thirty (30) days of that employee's scheduled retirement or resignation date, or at any time when the employee is suspended from work

Employees who donate time must have sufficient time in their balance and will not be permitted to exhaust their balances due to the fact that they may experience their own personal need for time off. Employees cannot borrow against future sick time to donate.

Employees who received donated sick time may receive no more than four hundred and eighty (480) hours within a rolling twelve (12) month period.

An employee using donated time will continue to be eligible to accrue vacation and sick leave at the employee's regular accrual rates. In all other respects, donated time will be utilized in the same manner as any other paid time off based on the recipient's employment.

Employees who wish to donate sick time to a co-worker in need must complete a 'Donation of Sick Time Agreement'. All agreements should be returned to the City Administrator for approval.

If the recipient employee has available leave or compensatory time in their balance, this time will be used prior to any donated sick time being approved. Donated sick time may only be used for time off related to the approved request. Any remaining sick time donated that was not utilized for the intended recipient employee will be distributed back to the donors.

The City will not "advertise" any employee's eligibility for donated time. It is the responsibility of the potential donor, rather than the recipient, to initiate the donation process. Potential recipients and co-workers are expected to use discretion in soliciting donations; no employee should be pressured to donate time to a co-worker.

Bereavement Leave

A full-time employee may be granted an excused absence with pay by their supervisor upon satisfactory evidence of death or burial of the employee's immediate family, including the employee's or spouse's parent, domestic partner, grandparent, child, grandchild, brother, sister, or foster parent. An employee may also be granted an excused absence without pay upon satisfactory evidence of death or burial of a member of his/her secondary family, including a niece, nephew, cousin, aunt, uncle or friend.

The time allowed for funerals of the immediate family shall not exceed five (5) paid days. For these purposes, employees shall receive pay on such days at their straight time rate on the same basis their work is regularly performed. The time allowed for funerals other than immediate family shall be at the discretion of the City Administrator.

Additional time required for bereavement may be charged against the employee's earned Vacation Leave. Vacation may be charged up to the amount the employee has earned. Balance of time off shall be without pay.

Part-Time/Temporary/seasonal employees shall be ineligible for bereavement leave.

Military Leaves of Absence

If you are called to active military duty or to Reserve or National Guard training, or if you volunteer for the same, submit copies of your military orders to the City Administrator as soon as possible.

The City of Hickman will grant a military leave of absence, without pay, for the period of military service, in accordance with applicable federal and state laws. After your military duty or training is completed, you will be restored to the seniority rights and benefits that you would have attained with reasonable certainty if you had remained continuously employed during the period of service.

The employee will be paid for the annual two-week training period at the employee's regular wage. Any employee who is scheduled to work one hundred twenty hours or more in three consecutive weeks shall receive a paid military leave of absence of one hundred twenty hours each calendar year. Any employee scheduled to work less than one hundred twenty hours in three consecutive weeks shall receive a paid military leave of absence each calendar year equal to the number of hours they normally work or would normally be scheduled to work, whichever is greater, in three consecutive weeks. If a guard weekend falls on your scheduled work day, advise your supervisor as soon as possible so scheduling arrangements can be made.

Jury Duty

An employee who is summoned to jury duty will receive a leave of absence for the period designated by the court. This leave will not be charged against any other paid leave allowance. If the employee is excused from such duty for one or more regularly scheduled workdays because of court adjournment or other reason, the employee is expected to report to work and resume his or her regular duties. Employees will be paid their regular pay during the time absent for jury duty less the amount of jury fees received by such employees.

Family and Medical Leave Act Absences (FMLA)

Under the Family and Medical Leave Act of 1993 ("FMLA"), employees who have been with the City of Hickman for at least twelve (12) months and have worked at least 1,250 hours during the previous twelve (12) months immediately preceding commencement of leave will be eligible for up to twelve (12) weeks of unpaid leave during a twelve (12) month period for any of the following reasons:

1. The birth of a son or daughter and in order to care for such son or daughter;
2. The placement of a son or daughter with you for adoption or foster care;
3. To care for a spouse, son, daughter or parent with a serious health condition; or,
4. Your own serious health condition which makes you unable to perform your job.

The City of Hickman requires an eligible employee to use all accrued paid time off hours before unpaid time can be utilized.

The 12-month period is determined on a "rolling" basis, measured backward from the date an employee uses any FMLA leave. Under this method, each time an employee takes FMLA leave, the remaining leave entitlement would be any balance of the 12 weeks that has not been used during the immediately preceding 12 months.

For example: If you used eight weeks beginning February 1, 2030, and needed FMLA leave on December 1, 2030, the City would look back 12 months from December 1, 2030, to determine how many of your 12 weeks you had already used. In this case, you would have used eight weeks and therefore would have four remaining weeks to use as of December 1, 2030.

In the case of foreseeable leave, you must provide thirty (30) days advance notice, if possible. In most cases, you will be able to provide this notice. However, in rare cases, you may not have thirty (30) days notice. Under those circumstances, you should provide your supervisor and City Administrator with notice as soon as possible.

If it is necessary for you to take leave to obtain planned medical treatment, you must make a reasonable effort to schedule treatment, so it does not disrupt the City of Hickman's operations. You are also required to provide thirty (30) days' notice. If there are extenuating circumstances which do not allow for thirty (30) days' notice, you must provide notice as soon as possible.

In the case of leave due to the serious health condition of you or your spouse, child or parent, you will be required to provide appropriate medical certification. This certification must include the date the serious health condition commenced, the probable duration of the condition, and in the case of your own serious health condition a statement from a physician stating you are unable to perform your job duties. In addition, if your leave is to care for a family member, the physician must indicate that you are needed to care for a family member and provide an estimate of the time you will be needed.

Upon return from your leave, the City will reinstate you to your former position or to an equivalent position. However, certain highly paid employees may not be reinstated. In that event, you will be notified of the City of Hickman's decision to deny reinstatement to your former position. If the leave has already begun at the time you receive the notice, you have the option of deciding whether or not to return to work.

Your benefits will not continue to accrue during the period of your unpaid leave. However, any group insurance you had prior to leave will continue during the term of your leave on the same basis as if you were not absent from work. Please note that if you fail to return from your leave, the City may recover from you the cost of any premiums paid on your behalf to continue insurance coverage.

It is impossible to cover all aspects of Family and Medical Leave in this handbook. Therefore, when you determine that you will need to take leave under this policy, please contact the City Administrator for details.

Parenting Leave

The City developed this Policy to allow City employees, who are not FMLA eligible, time off from work for the purpose of delivery or bonding with or caring for a newly born or newly adopted child or foster care placement and to comply with all applicable state and/or federal regulations pertaining to parenting leave.

This policy applies to all full-time employees who have not worked with the City of Hickman for at least twelve months and have not worked 1,250 hours within the previous twelve months of the current leave of absence request, or who have exhausted their FMLA eligibility. This policy is not covered under the FMLA, therefore, the employee's position is not job protected. The maximum period of leave will usually be 90 days.

An employee on parenting leave who does not intend to return to the position from which they are on leave, shall notify the City Administrator in writing thirty (30) calendar days prior to the expected date of return. The following will apply:

1. It is the employee's responsibility to follow the provisions of this policy.
2. It is the employee's responsibility to notify the City Administrator if they wish to continue insurance during the leave of absence.
3. Any questions concerning this policy should be addressed to the City Administrator.

The employee requesting parenting leave must complete and submit a written letter requesting a Leave of Absence to the City Administrator at least thirty (30) days prior to the requested date of the leave or the expected date of birth or placement of the child. If the leave requested is due to disability of the birth mother, the attending physician of the birth mother shall provide a medical statement to accompany the request for parenting leave. The thirty (30) day notice may be waived or reduced by the City Administrator based upon receipt of a statement from a physician.

The parenting leave may be extended to a later specified date upon written request from the employee to the City Administrator if the request is provided at least thirty (30) days prior to the expiration of the parenting leave. The procedure for extending a parenting leave and the conditions under which a leave may be extended are the same as those used when originally requesting and granting the leave.

For reinstatement from a leave due to disability, the employee shall submit a doctor's statement confirming physical fitness to return to duty to the City Administrator. For reinstatement from a parenting leave, the employee must submit a copy of the birth certificate (mother's copy is acceptable) or proof of birth.

An employee requesting leave for the adoption or foster care placement of a child shall submit a written letter requesting a Leave of Absence to the City Administrator as soon as the employee is notified of the date to receive the child. The effective date of the leave shall be at such time as the adoption procedure may require. Proof of adoption or foster care placement must accompany the written letter requesting a Leave of Absence.

Fitness Membership (Employee Wellness)

The City offers each full-time employee, upon proof of a fitness center membership, a stipend of \$30.00 per month. This stipend will be paid through a payroll addition and subject to all applicable taxes. This additional compensation will not be included when determining the

employee's annual or performance salary increases. To be eligible for this stipend, each full-time employee will need to provide proof of fitness center membership quarterly to the City Administrator or designee. The definition of a fitness center is broadly defined as a health club that houses exercise equipment for the purpose of physical exercise. The stipend will take place through payroll via direct deposit.

SECTION 5 – GENERAL INFORMATION

Appearance and Conduct

All employees of the City of Hickman shall:

1. Maintain a clean, well-groomed appearance including an appropriate manner of dress relating to their job duties and good personal hygiene;
2. Treat all citizens with prompt courteous attention in a manner so as to be a credit to the City; and,
3. Be just in all relations with fellow employees: Employee's shall not make false reports or gossip concerning another City employee or concerning any municipal matters, nor shall they act in a manner directed toward creating a disturbance or dissension among other employees.

Safety and Health

The City of Hickman is committed to providing a safe and healthful working environment. In this connection, the City complies with relevant federal and state occupational health and safety laws.

The City of Hickman's policy is aimed at minimizing the exposure of our employees to health or safety risks. To accomplish this objective, all employees are expected to work diligently to maintain safe and healthful working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses.

The responsibilities of all employees of the City of Hickman in this regard include:

1. Exercising maximum caution and good judgment at all times to prevent accidents and injuries;
2. Reporting to supervisors and seeking first aid for all injuries, regardless of how minor;
3. Reporting unsafe conditions, equipment or practices to supervisory personnel;
4. Reporting the need for any additional safety equipment or procedure to supervisory personnel;
5. Using safety equipment provided by the City of Hickman at all times;

6. Observe all safety rules and regulations at all times; and,
7. Immediately notifying the supervisors/directors and City Administrator of any medication they are taking that may cause drowsiness or other side effects that could lead to injury to the employee and their coworkers.

Outside Employment

Employees may hold another job outside of City employment provided it does not interfere with City employment and does not conflict with the interests of the City. The employee must obtain written consent of the department head and the City Administrator prior to taking a position of regular outside employment.

Occasional outside employment does not require written consent but is subject to the same conditions as a position of regular outside employment. No employee shall have employment with any person, firm, contractor or other organization that receives monies or other remuneration from the City.

Use and Operation of City Motor Vehicles

The use of a City-owned vehicle for personal use is prohibited. Employees scheduled for weekend and holiday duty may house a City vehicle overnight.

Any City employee who operates a City-owned vehicle must have a valid Nebraska operator's license, which must be on or accompany the person while driving a City vehicle. All employees will use mileage log sheets for trips that go beyond regular workday use, if so provided. All receipts and/or fuel logs shall include the vehicle description, and mileage or hours prior to turning documentation into the Treasurer/Finance Director.

Transportation of animals is strictly prohibited unless it is an emergency.

Seat belts are to be used at all times while operating a City-owned vehicle.

If the employee's driving record makes it cost prohibitive to insure you, and driving is required for your job, the City of Hickman reserves the right to terminate your employment.

If any employee has an accident with a City-owned vehicle, the City employee will be required to exchange insurance and ownership information at the scene. The City employee must also fill out a City Accident Report Form and notify their supervisor and the City Administrator within 24 hours. All traffic violations are the personal responsibility of the operator. Excessive violations involving operation of City vehicles may result in termination.

Personal Vehicles Used for the City

City owned vehicles are the preferred method of transportation when on duty. On rare occasions and upon City Administrator and/or Mayor approval, an employee will be allowed to use a personal vehicle in the discharge of their employment duties with the City. If approval is granted, the employee shall be reimbursed mileage at the current IRS standard mileage rate for

personal vehicular use.

Tobacco Use

Smoking tobacco, chewing tobacco and vaping of any kind are not permitted in any City building or vehicle. If you do chew tobacco or smoke cigarettes, please be considerate of others and discard appropriately.

Work Attire/Uniforms

We always are concerned with the impression we make on others as representatives of the City of Hickman. In accordance with this concern, employees should strive at all times to ensure that their clothing and appearance are business like and contribute to a pleasant office atmosphere for both co-workers and visitors. Employees are encouraged to consult with their supervisor whenever necessary regarding acceptable dress for their work area.

The City provides uniforms for the full-time Public Works and Parks & Recreation Department employees. These employees are encouraged to take advantage of the clothes and cleaning service as provided. Shorts are not appropriate work attire for Parks and Recreation and Public Works Employees and will not be allowed due to safety concerns.

While wearing “City logo apparel”, all appearance and conduct policies shall be adhered to.

Computers, E-Mail, and Internet Usage

City of Hickman recognizes that use of the internet and e-mail is necessary in the workplace, and employees are encouraged to use the internet and e-mail systems responsibly, as unacceptable use can place the City and others at risk. This policy outlines the guidelines for acceptable use of City’s technology systems.

This policy must be followed in conjunction with other City policies governing appropriate workplace conduct and behavior. Any employee who abuses the company-provided access to e-mail, the internet, or other electronic communications or networks, including social media, may be denied future access and, if appropriate, be subject to disciplinary action up to and including termination. The City of Hickman complies with all applicable federal and state laws as they concern the employer/employee relationship, and nothing contained herein should be misconstrued to violate any of the rights or responsibilities contained in such laws. Questions regarding the appropriate use of the City’s electronic communications equipment or systems, including e-mail and the internet, should be directed to the City Administrator.

All technology provided by City of Hickman, including computer systems, communication networks, company-related work records and other information stored electronically, is the property of the City and not the employee. In general, use of the company’s technology systems and electronic communications should be job-related and not for personal convenience. The City reserves the right to examine, monitor and regulate e-mail and other electronic communications, directories, files and all other content, including Internet use, transmitted by or stored in its technology systems, whether onsite or offsite. Internal and external e-mail, voice mail, text messages and other electronic communications are considered business records and may be subject to discovery in the event of litigation. Employees must be aware of this possibility when

communicating electronically within and outside the company.

City of Hickman employees are expected to use technology responsibly and productively as necessary for their jobs. Internet access and e-mail use is for job-related activities; however, minimal personal use is acceptable.

Employees may not use the City's internet, e-mail or other electronic communications to transmit, retrieve or store any communications or other content of a defamatory, discriminatory, harassing or pornographic nature. No messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes or sexual preference may be transmitted. Harassment of any kind is prohibited. Disparaging, abusive, profane or offensive language and any illegal activities including piracy, extortion, blackmail, copyright infringement and unauthorized access to any computers on the Internet or e-mail are forbidden. Copyrighted materials belonging to entities other than the City may not be transmitted by employees on the company's network without permission of the copyright holder. Employees may not use the City's computer systems in a way that disrupts its use by others. This includes sending or receiving excessive numbers of large files and spamming (sending unsolicited e-mail to thousands of users).

Employees are prohibited from downloading software or other program files or online services from the Internet without prior approval from the City Administrator. All files or software should be passed through virus-protection programs prior to use. Failure to detect viruses could result in corruption or damage to files or unauthorized entry into company systems and networks.

Office Telephone Usage

All telephone calls to the City Office must be answered promptly and courteously. If a message is taken, a written message should be passed on as quickly as possible to the person to whom it is intended.

The City recognizes that employees may occasionally have to make personal calls during work hours, these types of calls should however be limited and if possible made during your lunch or break time. Employees will be required to reimburse the City for all long distance personal calls, which should be minimized and completed only with permission from the City Administrator.

Cellular Phones and Text Messaging

Cell phones are used by the City of Hickman employees for internal and external communication. For the purposes of this policy, cell phones are understood to include any device that makes or receives phone calls, leaves messages, sends text messages, uses the internet, or downloads and allows for the reading of and responding to e-mail, whether the device is company supplied or personally owned.

City Supplied Cell Phones: Cellular phone services are provided to employees at the discretion of the City Administrator. If a City Cell Phone is supplied the following policies shall apply: a) City supplied cell phones, like other means of communication, are to be used to support company business; b) Employees may use the City's supplied cell phones to communicate with others inside and outside of the company when such communications are related to legitimate

company activities and are within their job assignments or responsibilities, however, occasional personal calls and text messages are acceptable; all communications using City supplied cell phones – verbal, written or other – must meet professional standards of conduct; c) employees may use the City supplied cell phones for any legitimate safety, security or emergency purposes; and, d) employees shall not use the City supplied cell phones for illegal, disruptive, unethical or unprofessional activities, or for personal gain, or for any purpose that would jeopardize the legitimate interests of the City. A detailed statement for each City of Hickman supplied cell phone is received monthly from the service provider and is reviewed by the Treasurer/Finance Director and City Administrator. Communication through the city owned device may be subject to open records requests and are subject to review by the City Administrator or designee at any time. When a City of Hickman supplied cell phone is damaged, lost, or stolen, such incidents must be reported immediately to the employee's supervisor.

Use of Personal Cell Phones: The use of personal cell phones for business purposes should be limited to necessity. The use of personal cell phones for personal reasons during work hours is discouraged and should be limited to matters requiring immediate attention. As with any personal matter, employees are encouraged to use coffee and lunch breaks for these purposes. Employees may use personal cell phones during work hours for any legitimate safety, security or emergency purposes. All communications using personal cell phones during work hours, or conducted on City property, or while on City business – verbal, written or other – must meet professional standards of conduct. Employees shall not use personal cell phones during work hours, on company property, or while on company business for illegal, disruptive, unethical or unprofessional activities, or for personal gain, or for any purpose that would jeopardize the legitimate interests of the City.

Use of Cell Phones While Driving: Employees must be aware of and follow all current legislation and regulations regarding the use of cell phones while operating a motor vehicle. Employees are required to exercise due diligence while operating a motor vehicle on company business. To that end, employees are not permitted to use a cell phone either hand-held or hands-free to talk, text, e-mail, or use the internet while driving. A cell phone's voicemail feature should be activated to store incoming calls while driving. Employees are encouraged to check and return calls at safe opportunities (during a rest stop, before leaving, upon arrival).

Office Security

The City cannot be held responsible for the safety of your personal belongings; therefore, you are strongly advised to keep purses, money, keys, and other valuables in locked drawers. If you must work late or on weekends, you should be certain to keep appropriate doors locked.

Dangerous Weapons Prohibited on City Property

Possession of dangerous weapons by a City employee, concealed or unconcealed, on City property, on the worksite, in City vehicles, or in personal vehicles when on City property shall be a violation of City policy. A dangerous weapon shall include guns, knives, explosives, or any other device defined by statute or as determined by the City, which in the manner used or intended is capable of producing death, harm to person or property, or bodily injury. Violation of this policy shall make the offender subject to appropriate disciplinary or legal action.

Credit Card Policy

If a City employee requires use of the City credit card in the course of their employment, the City employee must see the City Administrator or Treasurer/Finance Director to obtain the card. The City credit card must be returned by the end of business the same day, along with an itemized receipt for all purchases made with the card. Permission for keeping the card overnight may be granted by the City Administrator or Treasurer/Finance Director. Expenditures for personal items are not allowed to be purchased with the City's credit card, even if an employee plans to reimburse the City. Alcoholic Beverages are not allowed to be charged to the City credit card.

Housekeeping

You are responsible for maintaining a clean, uncluttered workspace. At the end of the working day, your desk or work areas should be cleared. You are permitted to have food and drinks at your desk or work areas, but if you do so, please discard all waste at the end of the day. This includes the usage of city vehicles.

Personal Conduct

The City expects you to display good judgment, diplomacy, and courtesy when you deal with members of the public. Employees should be careful not to make representations which might obligate the City or put the City in jeopardy. The City expects all employees to adhere to the highest standards of personal and professional ethics. If you have any questions/concerns about a situation or conversation do not hesitate to discuss with the City Administrator.

Training Activities

Employees are encouraged to participate in conferences, conventions and meetings which have a direct relationship to the employee's position and the City's services. Any hours of attendance at the conference, convention or meeting shall be paid at the employee's regular wage and must be approved by the City Administrator and/or Mayor in advance. Travel during normal work hours is hours worked. This time can either be taken as paid or comp time.

Travel

Travel for city employees to conferences, workshops, training or other official city business matters is at the discretion of the City Administrator. Lodging, meals and incidental expenses of approved travel will be allowed up to the amount specified by the U.S. General Services Administration (GSA) Per Diem Rates or specific conference recommendation. The City Administrator or Treasurer/Finance Director will have these rates available for your review before you travel.

At the City Administrator's and/or Treasurer/Finance Director's discretion the City's credit card will be available for use during travel. The U.S. General Services Administration Per Diem Rates will still apply for all purchases placed on the City's credit card. All original itemized receipts must be submitted to the Treasurer/Finance Director for any credit card use or before any reimbursements can be made. Alcoholic Beverages are not allowed to be charged to the City credit card and will not be reimbursable. Expenditures for personal items are not allowed to be purchased with the City's credit card, even if an employee plans to reimburse the City (see Credit Card Policy).

The City owned vehicles are the preferred method of vehicular travel. Mileage will however be reimbursed at the current IRS Standard Mileage Rate, upon City Administrator and/or Mayor Approval (See Personal Vehicles Used for the City).

Conflict Of Interest

Employees are expected to be free from the influence or even the appearance of personal consideration or gain when exercising judgment over City matters.

Any employee who has or had a personal interest in a business or individual seeking or maintaining a business relationship with the City shall disclose that interest, in writing, to their supervisor and to the City Council through a properly completed disclosure statement. No employee shall solicit or accept gifts, hospitality or services of significant value from individuals or organizations doing or seeking to do business with the City. While “significant value” is not defined in this manual, common sense should prevail to ensure high ethical standards and credibility of the City.

Gifts or promotional items given to employees by entities doing business with the City are the property of the City. Receipt of gifts or promotional items should be reported to your supervisor for advice on appropriate use or disposal.

SECTION 6 – GROUP HEALTH AND RELATED BENEFITS

The following is a brief summary of the benefit programs that are sponsored by the City of Hickman for eligible employees. This summary is not a formal Summary Plan Description for these programs. Detailed information on these programs is provided in City insurance booklets and formal plan documents. As with any benefit plan, the City reserves the right to amend, modify, or terminate any of the benefit plans that it sponsors. If there is a discrepancy between the following descriptions and the plan documents, the plan provisions should be used and will supersede this document.

Health, Life, Long-Term Disability, and Dental Insurance Coverage

Regular full-time employees will be eligible for major medical coverage on the first day of the following month following completion of sixty (60) days, subject to any plan limitations. Additional coverage beyond major medical is available for full-time employees, following the sixty (60) day introductory period including: \$25,000 of Group Life, Accidental Death & Dismemberment Insurance, and Long-term Disability Insurance with the City paying the full premium for this coverage. Family Health Insurance coverage is available through the City, with 50% of the Family Premiums being paid by the City and 50% of the Family Premiums paid by employee.

The City offers a stipend of \$35.00 per month provided to all full-time city employees, which may be used for voluntary dental and/or vision coverage. There are conditions for coverage and not all employees of the city are eligible to receive such insurance. If eligible, this stipend will be paid through a payroll addition and subject to all applicable taxes. To determine whether you are eligible to receive such insurance benefits, please request a copy of the various insurance policies

from the City Administrator. The City Administrator or Treasurer/Finance Director will also provide you with the name, telephone number, and the address of the insurance representative(s) who will answer your questions concerning eligibility and coverage.

Coverage terminates on the same date as an employee terminates employment with the City or at the time determined by the City's insurance provider.

Those employees who are eligible and decline to receive health insurance coverage from the City, and who present proof of coverage by an alternative group health insurance plan, will receive a stipend of \$200.00 per month in lieu of the City paying for their health insurance. If eligible, this stipend will be paid through a payroll addition and subject to all applicable taxes. This additional compensation will not be included when determining the employee's annual or performance salary increases. By accepting this payment, the employee waives all right for health insurance coverage by the City. The employee may opt back into the City health insurance plan at allowed enrollment times which can be communicated through the City Administrator and City insurance provider.

Unemployment Insurance

Subject to eligibility requirements, the employees of the City are covered by unemployment insurance in the manner and to the extent provided by the laws of the State of Nebraska.

F.I.C.A. and Medicare

Each employee and the City pay contributions toward the employee's FICA and Medicare. FICA and Medicare serve as a base for retirement benefits and provide additional protection to the employee and their family in the areas of disability, dependents of disabled persons, lump sum death benefit, Medicare and Survivor's benefits. Full information is available from any local Social Security Administration Office.

Worker's Compensation

Every employee is covered for work-related injuries in accordance with Nebraska State Law. Inform your supervisor immediately if any injury occurs; no matter how minor the injury may seem, the employee should report such injuries immediately. The Supervisor shall complete the "First Report of Injury" form as provided and updated by the City's Workers Compensation insurer.

This insurance is paid entirely by the City of Hickman and provides benefits under Nebraska law to employees when personal injury is caused to an employee by accident or occupational disease arising out of and in the course of their employment.

Retirement Plan

The City has established a 401(k) retirement plan to help provide employees a monthly income during retirement years. You may begin participating in the plan after completing six months of service with the City and obtaining the age of 21 years. Participating employee contribution rates are set at the employee providing six percent (6%) of their gross income and the City matching the six percent (6%) of the employee's gross income. The vesting period consists of

20% after 3 years of service and an additional 20% each year thereafter until fully vested. One (1) year of service is defined as a minimum of 1,000 hours.

The Treasurer/Finance Director or City Administrator can provide you with the name, telephone number, and the address of the Pension Plan Representative(s) who will answer your questions concerning this retirement product.

Education Assistance

The City may pay up to 100% of tuition for the cost of school for a full-time employee who has completed at least one year of service, unless otherwise agreed upon as a condition of employment. Books and fees above the cost of tuition are not eligible for reimbursement. Tuition reimbursement will only apply to education received from accredited schools, the subject matter is job related, and there has been prior approval by the City Administrator.

Proof of enrollment and original bill of approved education assistance should be submitted to the Treasurer/Finance Director for reimbursement through the City Council claims process. To remain eligible for this reimbursement, the employee must receive a course grade of "C" or better for an undergraduate course, a "B" or better for a graduate course, or "pass" for a pass/fail course. Upon completion of the reimbursed class or classes, an official transcript must be submitted to the City Administrator for grade verification. If these outlined course grades are not received, the employee is responsible for reimbursement back to the City in a timely matter. The purpose of providing education assistance is to mutually benefit the employee and city. Therefore, if an employee voluntarily terminates employment with the City within one year (365 days) after the completion of a reimbursed class or classes, they will be required to reimburse the City for the full-tuition costs of education assistance. The definition of Education Assistance does not apply to obtaining or maintaining licenses or certifications as requested by the City (i.e. Water, Wastewater, Registered Charge, Clerk, Pesticide, etc.) and will not require reimbursement back to the City if employee voluntarily terminates employment with the City within one year (365 days) of class completion.

Health Reimbursement Arrangement (HRA)

Full-Time Employees are eligible to receive up to \$1,000.00 per fiscal year in reimbursement for the medical related expenses to offset insurance costs. These claims must be submitted on the City of Hickman's Claim for Reimbursement form and will be reimbursed through a payroll addition as a non-taxable payroll addition. HRA reimbursements can be claimed for the employee, spouse and/or dependent children. A list of qualified reimbursable items is available from the Treasurer/Finance Director.

Uniform Allowance

Permanent part-time and permanent full-time employees who are either encouraged or required to wear uniforms, City logo clothing, or safety equipment may have an allowance of up to \$150.00 per the City's fiscal year. Purchases may be from recognized uniform, safety equipment or logo stores or websites. Receipts for these purchases must be provided to receive this benefit. This allowance is available each fiscal year and is to not accumulate or roll over.

SECTION 7 – RULES AND OPERATING POLICIES

Grievances

It is the policy of the City to give individual employees an opportunity to discuss their complaints or grievances with their supervisors in order to try to find mutually satisfactory solutions as rapidly as possible.

Any employee may present their grievance to the City Administrator at a time and place agreeable to the City Administrator within four weeks after the occurrence of the event upon which the grievance is based. After obtaining the point of view of the employee, the City Administrator may attempt to resolve the matter. In the event the grievance involves the employee's supervisor or is not promptly resolved in a manner satisfactory to the employee, the employee may promptly notify the Mayor in writing that the employee wishes to have the Personnel Committee of the City Council review their grievance. The employee must submit their grievance in writing and may then discuss the grievance with the Personnel Committee at a time and place agreeable to the Personnel Committee within a reasonably expedient time after submission of such grievance. The Personnel Committee, at their discretion, refer the matter to the City Council.

Disciplinary Action

Employees are expected to conduct themselves at all times so as to reflect credit on themselves and the City. Any action which reflects discredit upon the City or is a direct hindrance to the effective operation of public facilities may result in disciplinary action. To the extent possible, the City will attempt to correct work-related problems through the use of progressive discipline. However, some offenses are so serious that a single incident will result in immediate discharge or suspension. The following are examples of unacceptable conduct, the performance of which by the employee will result in the employee being subject to immediate suspension or dismissal:

1. Insubordinate conduct. Insubordination is defined as an action, including but not limited to, the use of profane, vile or threatening language to a supervisor or about a supervisor;
2. Neglect of duty;
3. Consumption of alcoholic beverages or drugs while on duty;
4. Violation of confidential information;
5. Reporting for work while under the influence of alcohol or drugs;
6. Theft or willful destruction of personal property;
7. Sleeping during duty hours;
8. Unauthorized absence during working hours, misuse of sick leave, misuse of overtime, break times or lunch time;
9. Deliberate falsification of employment records or other report;
10. Sexual or other unlawful harassment of other employees or the public
11. Conviction of any felony charge; and
12. Endangering the life or property of others.

Examples of the types of problems that will usually be dealt with through a system of progressive discipline include:

1. Unsatisfactory work performance;
2. Attendance and tardiness problems;
3. Horseplay;
4. Failure to properly carry out, in a timely manner, instructions from a supervisor;
5. Use of inappropriate or profane language in the presence of the public;
6. Violation of any safety rules;
7. Inappropriate working attire;
8. Failure to maintain work area in a clean and safe manner;
9. Tobacco use in unauthorized areas;
10. Failure to return on time from breaks or lunch;
11. Failure to return to work or call in, in accordance with policy;
12. Discourtesy to members of the public;
13. Damage to City property due to carelessness; and
14. Misuse of City facilities, vehicles or equipment.

These rules of conduct are not all-inclusive. Each situation must be dealt with on an individual basis according to the particular facts of the incident. However, it is important for you to have these guidelines so that you will understand the City's expectations of its employees.

The first step in the City's progressive disciplinary system is the "oral reprimand". This is an oral warning to erring employees stating their conduct is unacceptable, and that further infractions will lead to more severe penalties. In cases involving performance deficiencies, employees first will be counseled by their supervisors and told which improvements are needed before they are subject to a written warning. A notice of the reprimand will be placed in the employee's file, but will be inactive after 36 months if the misconduct does not recur or the performance deficiencies have been corrected.

The second level is a written reprimand. This reprimand will describe the unacceptable conduct or performance and specify the improvement needed.

The third level is suspension. Employees may be suspended for repeated instances of minor misconduct or for a single serious offense. Employees who fail to improve their conduct or performance after imposition of a disciplinary suspension may be discharged.

The final level is termination or dismissal of the employee if prior disciplinary action does not have the result of satisfactorily correcting or resolving the misconduct.

THE CITY IS NOT REQUIRED TO FOLLOW THE PROGRESSIVE DISCIPLINARY STEPS OUTLINED ABOVE AND MAY MODIFY ITS DISCIPLINARY PROCEDURES TO THE PARTICULAR CIRCUMSTANCES.

Suspension

When the City Administrator or Mayor finds it necessary to relieve an employee from duty for disciplinary reasons, they have the authority to place the offending employee on suspension, at their discretion and depending upon the nature of the suspension, with or without pay, consisting of one day to an indefinite period (pending dismissal by the City Council). All suspensions will be reviewed by the City Council.

Termination

Employees who wish to resign their positions are required to notify the City Administrator of their anticipated departure date at least two weeks in advance or agreed time frame in initial offer letter. This notice should take the form of a written statement submitted to the resigning employee's supervisor. If vacation credits are to be used at the end of employment, the advance notice must be given thirty (30) working days before the beginning of the vacation leave.

All employees are subject to termination of employment at the will of the Mayor and/or City Council. Final paychecks shall be disbursed in accordance with the Nebraska Wage Payment and Collection Act (Neb. Rev. Stat. § 48-1230).

Exit Interview

An exit interview will be arranged with the departing employee by the City Administrator. The purpose of this interview is to ensure that the employee's obligations to the City have been satisfied, to explain benefits or compensation available or due to the employee, to clarify the reasons for termination and to obtain the employee's opinions and suggestions for improvements in specific or general policies and practices of the City. The exit interview may be reviewed by the City Council and placed in the employee's personnel file.



MASTER AGREEMENT WORK ORDER

This exhibit dated March 29, 2022, is hereby attached to and made a part of the Master Agreement for Professional Services dated August 31, 2020 between City of Hickman (“Client”) and Olsson, Inc. (“Olsson”) providing for professional services. Olsson’s Scope of Services for the Agreement is as indicated below.

GENERAL

Olsson has acquainted itself with the information provided by Client relative to the project and based upon such information offers to provide the services described below for the project. Client warrants that it is either the legal owner of the property to be improved by this Project or that Client is acting as the duly authorized agent of the legal owner of such property.

PROJECT DESCRIPTION AND LOCATION

Project will be located at: Hickman, NE

Project Description: Terrace View Fifth Addition – Power Distribution Design

SCOPE OF SERVICES

Olsson shall provide the following services (Scope of Services) to Client for the Project:

Design Services

- 1.1 A project initiation meeting will be conducted with all parties involved to refine project scope, review the project site, identify specific goals, establish schedule for completion, and establish channels of communication.
- 1.2 Coordinate with Client’s representative for the project. Olsson shall attend up to two (2) meetings.
- 1.3 Provide general administrative services to manage and support the design of the project.
- 1.4 Receive the Final Plat data from the Client or client’s representative. Prepare a site plan of the addition. Contract assumes no survey or on-site locating required.
- 1.5 Prepare detailed drawings for the proposed construction work and for all equipment and materials required under the contract. The documents will be prepared for construction by a private contractor as contracted with by the Client. The documents shall not contain contracts, bid forms, bidding instructions, General or Supplementary Conditions, or other documents typically included when the project will be competitively bid. It is anticipated that the project drawings shall consist of the following:

- Cover Sheet
- Legend
- Site Electrical Plan
- Electrical Details
- Trench Details
- Staking Sheets

1.6 Provide an electronic set of drawings to the Client for review at 60 and 90 percent. As part of the review of each submittal, meet with Client or Client's Designee to discuss their review comments and resolve any questions.

1.7 Perform an "in-house" quality control review of drawings and specifications at 90 percent completion.

1.8 Deliverables will be provided electronically in PDF format.

Bidding Services - Excluded

Construction Services - Excluded

Should Client request work in addition to the Scope of Services, Olsson shall invoice Client for such additional services (Optional Additional Services) at the standard hourly billing labor rate charged for those employees actually performing the work, plus reimbursable expenses if any. Olsson shall not commence work on Optional Additional Services without Client's prior written approval.

Olsson agrees to provide all of its services in a timely, competent and professional manner, in accordance with applicable standards of care, for projects of similar geographic location, quality and scope. Olsson's services for this scope are estimated at seven thousand nine hundred dollars (\$7,900)

SCHEDULE FOR OLSSON'S SERVICES

Unless otherwise agreed, Olsson expects to perform its services under the Agreement as follows:

Anticipated Start Date: April 18, 2022
Anticipated Completion Date: May 23, 2022

Olsson will endeavor to start its services on the Anticipated Start Date and to complete its services on the Anticipated Completion Date. However, the Anticipated Start Date, the Anticipated Completion Date, and any milestone dates are approximate only, and Olsson reserves the right to adjust its schedule and any or all of those dates at its sole discretion, for any reason, including, but not limited to, delays caused by Client or delays caused by third parties.

COMPENSATION

Time and Materials – Billing Rate (TM): Billing will be based on an hourly fee using the 2022 Power Delivery Billing Rate Schedule.

Client shall pay to Olsson for the performance of the Scope of Services, the actual time of personnel performing such services in accordance with the Labor Billing Rate Schedule(s), and all actual reimbursable expenses in accordance with the Reimbursable Expense Schedule attached to this agreement. Olsson shall submit invoices on a monthly basis, and payment is due within 30 calendar days of invoice date.

TERMS AND CONDITIONS OF SERVICE

We have discussed with you the risks, rewards and benefits of the Project, the Scope of Services, and our fees for such services and the Agreement represents the entire understanding between Client and Olsson with respect to the Project. The Agreement may only be modified in writing signed by both parties.

Client's designated Project Representative shall be City Clerk.

If this Work Order satisfactorily sets forth your understanding of our agreement, please sign in the space provided below. Retain a copy for your files and return an executed original to Olsson, 601 P Street, Suite 200, Lincoln, Nebraska 68508. This proposal will be open for acceptance for a period of 30 days from the date set forth above, unless changed by us in writing.

OLSSON, INC.

By Erik Eihusen
Erik Eihusen PE, Team Leader

By Shane Hennessey
Shane Hennessey PE, Vice President

By signing below, you acknowledge that you have full authority to bind Client to the terms of the Agreement. If you accept this Work Order, please sign:

City of Hickman, NE

By _____
Signature

Print Name _____

Title _____

Dated: _____

Attachments

Olsson Power Delivery Billing Rate Schedule 2022
Reimbursable Expense Schedule

OLSSON POWER DELIVERY BILLING RATE SCHEDULE

2022 LABOR RATES

<u>Description</u>	<u>Range</u>
Technical Leader.....	225 – 315
Team Leader.....	230 – 325
Senior Engineer.....	200 – 270
Project Engineer	170 – 240
Associate Engineer	125 – 180
Assistant Engineer	90 – 145
Design Technical Manager.....	115 – 180
Senior Technician.....	100 – 140
Associate Technician.....	75 – 115
Senior Project Specialist.....	110 – 150
Project Specialist.....	95 – 130
Junior Technician Level 1.....	55 – 75
Junior Technician Level 2.....	65 – 95
Junior Technician Level 3.....	75 – 100
Senior Administrative Coordinator	75 – 105
Administrative Coordinator	60 – 90

Note:

1. Special Services not included in above categories will be provided on a Special Labor Rate Schedule.
2. Special This Power Delivery Billing Rate Schedule will be updated every year of the contract. Olsson will submit the updated rate schedule approximately January 1st of each year.

Please contact the Project Manager for special services not included above (Survey, Field Operations, Special Inspection, Construction Observation, Geotechnical, Non-Destructive Testing, Drilling, etc.) and they will provide their Special Services Labor Rate Schedule for you.

REIMBURSABLE EXPENSE SCHEDULE

The expenses incurred by Olsson or Olsson's independent professional associates or consultants directly or indirectly in connection with the Project shall be included in periodic billing as follows:

<u>Classification</u>	<u>Cost</u>
Automobiles (Personal Vehicle)	\$0.585/mile*
Suburban's and Pick-Ups	\$0.75/mile*
Automobiles (Olsson Vehicle)	\$85.00/day
Other Travel or Lodging Cost	Actual Cost
Meals	Actual Cost
Printing and Duplication including Mylars and Linens	
In-House	Actual Cost
Outside	Actual Cost+10%
Postage & Shipping Charges for Project Related Materials including Express Mail and Special Delivery	Actual Cost
Film and Photo Developing	Actual Cost+10%
Telephone and Fax Transmissions	Actual Cost+10%
Miscellaneous Materials & Supplies Applicable to this Project	Actual Cost+10%
Copies of Deeds, Easements or other Project Related Documents	Actual Cost+10%
Fees for Applications or Permits	Actual Cost+10%
Sub-Consultants	Actual Cost+10%
Taxes Levied on Services and Reimbursable Expenses	Actual Cost

*Rates consistent with the IRS Mileage Rate Reimbursement Guidelines (Subject to Change).



Culture Index Program Overview

for

City of Hickman

The CI Management Program consists of three primary elements:

1. Implementation
2. Survey Scoring and Administration
3. Ongoing Consultation.

1. Implementation: Implementation of the CI Program within City of Hickman includes a Management Workshop, which involves the executives and line managers who make hiring and planning decisions, as well as manage or oversee people. This workshop will provide them with the framework necessary to make better decisions on the recruitment, selection, placement, and management of people. This training requires two days of participation, six hours per day.

The participation of executive and line management level people in the Management Workshop is paramount to the overall success of the CI program's implementation. The CI Management Workshop is an intense, small group learning experience built around actual client case situations. This provides in-depth education into personalities and behaviors in the workplace. The CI Management Workshop will be tailored to the specific needs and realities of Stonebrook Exterior's organization. Survey results of the participants, their employees and/or direct reports, as well as applicants are used in the Workshop to discuss actual situations and opportunities, and to solve the challenges within your company. Future organizational goals and the development of hiring templates for your various positions will also be discussed.

See "CI Management Workshop" - page 2

2. Survey Scoring and Administration: A secure, online website accessible via a username and password will be made available to the people who have attended the CI Workshop. This website (<https://portal.cultureindex.com/>) will enable online administration of the CI Survey, as well as C-Job Position Analysis Surveys, and the overall management of saved and archived surveys. In lieu of web-based surveys, hard copy survey forms are also available at no charge.

3. Ongoing Consultation: There is an annual CI consulting fee. The services covered under the terms of the annual fee are detailed in the Annual Consulting document (page 3).

In summary, the investment is **\$11,190** for the first year, with an annual consulting fee of **\$7,200** each subsequent year. Your investment will:

- Facilitate the Management Workshop for 2 people at \$1,995 per person. This includes 2 Leadership team members. If we increase the number of attendees the investment amount of \$11,190 will change accordingly for the first year.
- Provide unlimited web-based surveys with online management and administration of surveys for your entire organization.
- Include the first year Consulting Fee, which covers ongoing consultation and support from your Culture Index Executive Advisor.
- Any travel expenses incurred by the Executive Advisor facilitating the workshop or ongoing consultation visits will be billed directly to your organization.

We look forward to working with you and your management team.

Sincerely,

Tawnya Starr

Culture Index, LLC



Culture Index Management Workshop

Every Management Workshop we conduct is tailored to the specific needs and realities of client participants and their respective organizations. Survey results of the participants and their employees are used to discuss actual situations, opportunities, potentials, and challenges. Abstract theories of personality and organization behaviors are kept to a minimum, but integrated into the organization's present environment and future goal-oriented plans.

The CI Management Workshop is designed for all executives and line managers who are part of the interview and hiring process, and also make planning decisions and manage people. The CI Management Workshop is an intense, small group learning experience built around actual client case situations. This provides in-depth education into personalities and behaviors in the workplace and focuses on four key elements:

Organization Diagnosis:

- Using the CI Survey to gather valid, objective data on an organization's human capital.
- Developing an understanding of why different organizational units perform as they do.
- Determining the relationship between behavioral styles and performance.
- Identifying the effects of specific leadership styles and job demands on performance.
- Isolating performance issues which require immediate attention.
- Identifying corporate cultures and subcultures.

Management Development:

- Using information on traits to improve communication, employee development, motivation, teambuilding, and performance management.
- Identifying employee training and development needs.
- Using CI to help employees adapt more effectively to job expectations and requirements.
- Improving management interaction and teamwork.
- Using CI to improve personal management techniques and performance.

Organization Development:

- Using CI to evaluate the impact that organization structure and management processes have on performance objectives.
- Developing models to achieve business objectives.
- Refining performance objectives, measurements and incentives to maximize human capital talents and capabilities.
- How to introduce and manage change.

Selection and Placement:

- Improving and streamlining recruitment and interviewing techniques.
- Creating staffing models to meet current and future organizational needs.
- Developing more objective and comprehensive job descriptions.
- More accurately assessing candidate suitability and 'fit'.

Following your workshop attendance, consultant support and web access is provided to all workshop participants and client companies to help implement the information learned and ensure proper usage of the CI Survey.



Culture Index Annual Consulting

Culture Index (CI) influences your company's personal culture, its growth and the productivity of your organization. While there are no two cultures alike, based on your unique needs and the career development of your people, all of us involved in the teaching and support of CI share a strong sense of responsibility for its sound, constructive use. That is why continuing service has always been an essential part of the total Culture Index program and why your CI Executive Advisor will maintain contact with you periodically. Those calls/visits will enable you to benefit from their extensive experience with CI, and the broad range of technical and advisory services which they can provide.

The support services listed below - all of which are covered by your annual consulting fee - are available to you without additional charge:

- Ongoing client access, scoring, administration, and usage of the CI Instrument.
- Consultation on plans for, and all aspects of, your use of the Culture Index which may include: recruitment and selection, team building and conflict resolution, management and employee development, training, defining career-paths, performance evaluations, as well as promotion and succession planning.
- Review and provide an explanation of all subject matter covered in the Management Workshop, and its application to the analysis of specific patterns and jobs.
- Assistance in arranging for the job/validating statistical studies which are performed by Culture Index for clients of the Culture Index.
- Guidance in using CI in analyzing problem situations - what are your people problems?
- Assistance in the development of communication of pertinent information about CI patterns to managers who have not been trained in the Culture Index.
- Guidance in the development of CI job patterns, management resources inventories and organizational plans.
- CI refresher meetings for groups of analysts in your organization.
- All working forms required in the Culture Index.

I encourage you to contact me at any time to schedule and facilitate any of these services. In addition, the staff of Culture Index, working in cooperation with me, is always available to you for consultative and technical support at 816-361-7575 or support@cultureindex.com.

