

CITY OF CRETE, NEBRASKA
CITY COUNCIL REGULAR MEETING
April 16, 2019

Notice of the meeting was given by posting and publishing in The Crete News, the appointed method for giving notice as shown by the Proof of Publication attached to the minutes. Advance notice of the meeting was also given to the Mayor and City Council. Pursuant to Section 84-1412(8) of the Nebraska Open Meetings Act, the City has posted a current copy of the Open Meetings Act, Laws of the State of Nebraska in the back of the Council Chambers. Additional copies are available to read. The City may consider items listed on the agenda in random order. All proceedings shown were taken while the meeting was open to the attendance of the public.

Those in attendance pledged allegiance to the flag.

1. Open Meeting

Committee Member Dave Bauer called the meeting to order at 5:00pm.

2. Roll Call

Kyle
Frans: Absent

David
Bauer: Present

Ryan
Hinz: Present

Present: 2, Absent: 1.

Also present: City Administrator Tom Ourada, City Clerk Judi Meyer, Finance Director, Jerry Wilcox, other City Council members, members of the public.

3. Special Order of Business

3.A. Policies and Procedures Manual Section 3.05 Issue Regarding Overtime Pay

Table consideration of amendment to Policies and Procedures Manual Section 3.05 until further information is received. Carried with a motion by Ryan Hinz and a second by David Bauer.

David Bauer: Aye, Ryan Hinz: Aye

Aye: 2, No: 0

3.B. Consider Mayor's Re-appointments of Brian Stork and Chad Menagh to the Police Retirement Advisory Board with terms ending 12/01/2022

Recommend City Council confirm the Mayor's re-appointments of Brian Stork and Chad Menagh to the Police Retirement Advisory Board with terms ending 12/01/2022. Carried with a motion by Ryan Hinz and a second by David Bauer.

David Bauer: Aye, Ryan Hinz: Aye

Aye: 2, No: 0

3.C. Change of Title to HR Coordinator

Recommend City Council change the title of HR Director to HR Coordinator and approve the associated revised job description. Carried with a motion by Ryan Hinz and a second by David Bauer.

David Bauer: Aye, Ryan Hinz: Aye

Aye: 2, No: 0

The committee entered closed session for a personnel issue at 5:01pm. The committee exited closed

session at 5:16pm with no action taken.

4. Officers' Reports

5. Adjournment

The meeting was adjourned at 5:17pm.

Mayor

(SEAL)

City Clerk-Treasurer

I, Jerry Wilcox, City Clerk for the City of Crete, hereby certify that the foregoing is a true and correct copy of the proceedings had and done by the Mayor and Council. I hereby certify that a copy of the Open Meetings Act was posted in the back of the Council Chambers. I certify that all of the subjects included in the foregoing proceedings were contained in the agenda for the meeting, kept continually current and available for public inspection at the office of the City Clerk. I certify that such subjects were contained in said agenda for at least twenty-four hours prior to said meeting and that at least one copy of all reproducible material discussed at the meeting was available at the meeting for examination and copying by members of the public. I certify that the minutes were in written form and available for public inspection within ten working days and prior to the next convened meeting of the City Council. I certify that all news media requesting notification concerning meetings of the City Council were provided with advance notification of the time and place of said meeting and the subjects to be discussed.

City Clerk-Treasurer

(S E A L)

Sec. 3.05 HOURS OF WORK

For purposes of calculating overtime, the work week starts at 12:00 a.m. on Monday and ends at 11:59 pm on the following Sunday. Hours worked shall include actual hours worked. Any payment for time not actually worked (leave time) shall not count towards the calculation of overtime. Holidays shall count toward the calculation of overtime. Overtime shall not be paid more than once for the same hours worked.

CALL BACK PAY: An employee that is called into work from his/her home will be eligible to receive compensation at the rate of time-and-one-half for the actual hours they are engaging in work.



**CITY OF CRETE
HUMAN RESOURCES COORDINATOR**

Job Status: Non-Exempt; Full-time

Reports to: City Administrator

**Supervisory
Responsibilities:** NONE

I. GENERAL FUNCTIONS

Serve as the City Human Resources Coordinator. Assists the City Administrator and City Attorney with the implementation of all aspects of City personnel programs, benefits, files, concerns, rules and regulations. Responds to the needs of employees with employment and benefit needs and concerns. Provide assistance to the City Clerk and Finance Director offices in backup functions.

II. ESSENTIAL DUTIES & RESPONSIBILITIES

1. Efficiently and properly maintain all required City records on a computer system. Utilize the computer efficiently when required (includes, but not limited to WORD, payroll programs, and Excel).
2. Perform City Clerk duties in Clerk's absence and attend City Council meetings in Clerk's absence.
3. Communicate City human resource matters between various public and private entities and agencies.
4. Meet the public either in person or by telephone, giving information based upon regulations or records. Effectively communicate with persons of various ethnic backgrounds, educational levels, and communication abilities using pictorial, verbal and written media, in a clear, concise manner.
5. Maintain employee records, to include time bank balances, records, and leave of absence.
6. Manage FMLA notice and time record keeping.
7. Efficiently manage City payroll timekeeping.
8. Update employee health insurance, life insurance, pension plan, and other benefits when needed.
9. Plan and organize Pension Plan yearly meetings for all employees.
10. Plans and organizes the City Recognition Dinner and other employee events as needed.
11. Update City Personnel Manual.
12. Effectively respond to other assignments from the City Administrator.
13. Effectively maintains confidentiality.

III. OTHER NON-ESSENTIAL DUTIES

- Other duties as assigned

IV. REQUIRED KNOWLEDGE, SKILLS, ABILITIES

1. Ability to efficiently read, write, and speak English.
2. Effectively operate a computer with proficiency in word processing, payroll, database and spread sheet programs.
3. Knowledge in the area of human resource management and associated Federal and State law requirements.
4. Ability to analyze administrative problems and situations and to present appropriate facts and recommendations concisely in written or oral form.
5. Ability to communicate effectively both orally and in writing.
6. Ability to effectively work with people of all ages, disabilities, and backgrounds and communicate effectively, orally and in writing, in diverse situations.
7. Maintain a working understanding of City of Crete government policies and procedures.
8. Ability to work independently.

V. DESIRABLE TRAINING AND EXPERIENCE

Any combination of work experience and training that allows the essential duties and responsibilities of this position to be achieved. Preference will be given to job applicant documenting successful experience in like or similar positions, and who are computer literate.

VI. MINIMUM QUALIFICATIONS

1. Must be at least 21 years of age
2. Have high school diploma or GED
3. Must be able to legally work in the U.S

VII. NECESSARY SPECIAL REQUIREMENTS

1. None

VIII. WORKING CONDITIONS & PHYSICAL EFFORT

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

IX. OTHER

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee Acknowledgment of Job Description

This job description supersedes all previous job descriptions written for this position. I understand that this is a description of my current job duties and responsibilities. I understand that neither this nor the City's Personnel Manual is a contract for employment.

Employee Signature

Date

Supervisor Signature

Date

Last Revised: April, 2019