



**CITY OF BROKEN BOW
CITY COUNCIL AGENDA
November 7, 2022 @ 6:00 PM
Municipal Auditorium
314 South 10th Avenue, Broken Bow NE**

Meeting Procedure

The Public may address specific agenda items at the pleasure of the Mayor. Please come to the podium, state your name and address, and limit your remarks to five minutes or less. Out of respect to City employees, we request that any complaints or criticisms of employees not be aired in a public meeting. Concerns about employees should be brought to the attention of the City Administrator or Mayor. An individual in violation will be declared out of order. Individuals who have appropriate items for City Council consideration should complete the Request for Future Agenda Items.

A. Call to Order

B. Open Meetings Act: A current copy of the Open Meetings Act is available and is posted for review by all citizens.

C. Roll Call

D. Pledge of Allegiance

E. Consent Agenda: Council will have consideration of approving the consent agenda items for November 7, 2022, which will include the following:

- a. Approval of Minutes of October 25, 2022, Council Meeting
- b. Approval of Bills as Posted
- c. Approval of Broken Bow Volunteer Ambulance Service Roster

F. New Business:

- a. **Resolution 2022-16, Micro-TIF** – Council will have consideration of approving Resolution 2022-16.
- b. **Resolution 2022-17, Employee Handbook** – Council will have consideration of approving Resolution 2022-17.
- c. **Resolution 2022-18, Lower Loup Natural Resources District Hazard Mitigation Plan** – Council will have consideration of Resolution 2022-18.
- d. **Street Superintendent Appointment** – Council will have consideration of reappointing Steven Parr from JEO Consulting Group, Inc., License S-859, Class A, as the Street Superintendent from January 1, 2023 – December 31, 2023.
- e. **Resolution 2022-19, Authorizing the Signing of the Year-End Certification of City Street Superintendent** – Council will have consideration of approving Resolution 2022-19.



**CITY OF BROKEN BOW
CITY COUNCIL AGENDA
November 7, 2022 @ 6:00 PM
Municipal Auditorium
314 South 10th Avenue, Broken Bow NE**

G. Adjournment

***The Next City Council Meeting Will Be On Tuesday, November 22, 2022
@ 6:00 pm in the Broken Bow Municipal Auditorium***

Upcoming Events:

- ❖ **November 8th – ELECTION DAY**
- ❖ **November 11th – CITY OFFICES CLOSED IN OBSERVANCE OF VETERANS DAY**
- ❖ **November 22nd – Board of Public Works @ 12:30 pm in the Broken Bow Municipal Auditorium**
- ❖ **November 22nd – City Council Meeting @ 6:00 pm in the Broken Bow Municipal Auditorium**
- ❖ **November 24th & 25th – CITY OFFICES CLOSED IN OBSERVANCE OF THANKSGIVING**

The Council will review the above matters and take such action as they deem appropriate. The Council may enter into closed session to discuss any matter on this agenda when it is determined by the Council that it is clearly necessary for protection of the public interest or the prevention of needless injury to the reputation of any individual and if such individual has not requested a public meeting, or as otherwise allowed by law. Any closed session shall be limited to the subject matter for which the closed session was classed. If the motion to close passes, immediately prior to the closed session the Mayor shall restate on the record the limitation of the subject matter of the closed session.

**Broken Bow City Council
Meeting Minutes
October 25, 2022**

The Broken Bow City Council met in regular session on Tuesday, October 25, 2022, in the Broken Bow Municipal Auditorium. Notice of the meeting was given in advance thereof as required by publication in the Custer County Chief on October 20, 2022. Availability of the agenda and related materials was communicated in the advanced notice to the Mayor and all members of the Council, as well as, shared with various media outlets. All proceedings hereafter shown were taken while the meeting was open to the attendance of the public.

Mayor Rod Sonnichsen called the meeting to order at 6:01 pm, with the following Councilmembers present: David Schmidt, Larry Miller, and David Baltz. Absent: Chris Myers. Mayor Sonnichsen announced the availability of the open meetings law, followed by reciting of the Pledge of Allegiance.

Mayor Sonnichsen read the format for submitting requests for future agenda items.

Moved by Schmidt, seconded by Miller to approve the consent agenda for October 25, 2022. Said motion includes approval of the Minutes of the October 11, 2022, Council Meeting and Bills to Date. Roll call vote: Voting aye: Schmidt, Miller, and Baltz. Nays: None. Motion carried.

Councilmember Chris Myers arrived at 6:03 pm.

Aflac, \$245.24; \$70.02, \$326.16, American Patchwork and Quilting, \$32.07; Applied Connective Technologies, \$187.50; Arrow Seed, \$255.00; Beaver Bearing Co Albion, \$256.26; Blue 360 Media, \$90.75; Bound Tree Medical, \$183.18; Brenna Slagle, \$236.25; Broken Bow Ambulance Service, \$16.04; Carquest of Broken Bow, \$471.97; Cengage Learning, \$318.19; Century Link, \$85.49, Chris Anderson, \$105.50; Chris Henderson, \$1,195.87; City Flex Benefit Plan, \$110.00; City of Broken Bow, Health Insurance, \$2,738.20; City of Broken Bow Pension Fund, \$1,694.34; \$8,070.62; \$466.32; Colonial Insurance, \$383.89; \$118.72; Custer County Chief, \$969.79; Dan Knoell, \$290.97; Debbie Von Seggern, \$150.00; Demco, \$92.13; EFTPS Online Payment, \$2,407.38; \$6,812.57; \$10,293.50; EZ IT Solutions, \$117.97; Evans Feed Co., \$32.00; Fairfield Inn & Suites, \$329.85; Family Heritage, \$25.50; Figgins Construction Co, \$22,142.40; Frontier Family Pharmacy, \$605.45; Gary's Super Foods, \$87.63; Great Plains Communications, \$893.64; Holmes Plumbing & Heating, \$526.75; Ingram Library Services, \$1,775.39; Island Supply Company, \$41.00; Jessica LeAnn Knoell, \$400.00; Kim Blackburn, \$83.75; Kirkpatrick Cleaning Solutions, \$69.92; La Quinta, \$314.85; Library Journal, \$104.99; Myers Iron Salvage, \$795.10; NMC Exchange LLC, \$1,214.44; Nebraska Library Commission, \$500.00; OCLC Inc., \$147.57; Police Officers Assn of Nebr, \$140.00; Presto X Company, \$192.81; Ranchland Ford, \$44.95; Sargent Pipe Co, \$130.76; State Income Tax WH NE Online Payment, \$3,281.57; Steve Scott, \$53.52; TX Child Support SDU, \$69.23; The Garden Center, \$570.00; Trotter Fertilizer, \$584.14; Trotter Service, \$609.61; Universal

Insurance, \$4,690.00; Vanity Fair, \$49.95; Verizon Wireless, \$314.47; Bi-Weekly Payroll, \$60,113.50; Total: \$139,726.63.

Prairie Pioneer Center Director Cathy Larson addressed the Council and community with concerns for the Prairie Pioneer Center. Larson explained many who have been on the Board for years have seen the Center at its best, and now its worst. Every month is a struggle to pay the bills. Forty percent of the Center's funding comes from the Nebraska Agency on Aging and the remaining sixty percent comes from participants, contributions, and fundraisers. Larson asked the City what they are willing to do to help. Mayor Sonnichsen assured her that conversations were already underway regarding lending a helping hand to the Prairie Pioneer Center.

City Administrator Dan Knoell updated the Council with Administrative Communications. This is a new agenda item that was created to help increase transparency regarding Council action. Knoell will update the Council and Community on past, present, and future projects going on within Broken Bow. Knoell discussed many items including the Memorial Drive project, armor coating, the Levee, GIS Water/Sewer mapping, and the City Hall renovation.

Moved by Schmidt, seconded by Miller to open a public hearing at 6:31 pm regarding Ordinance 1264, Well Head Protection Plan. Roll Call vote: Voting aye: Schmidt, Miller, Myers, and Baltz. Nays: None. Motion carried. Natural Resources Specialist Adam Rupe with JEO was present to answer any questions or concerns with the Well Head Protection Plan. Rupe informed the Council that the Ordinance is an addition to a prior Ordinance which allowed for the mapping of Broken Bow's water sources. The program is completely voluntary and a preventative measure rather than a remedial. Moved by Schmidt, seconded by Miller, to close the public hearing at 6:38 pm regarding Ordinance 1264, Well Head Protection Plan. Roll Call vote: Voting aye: Schmidt, Miller, Myers, and Baltz. Nays: None. Motion carried.

After discussing the matter, Councilmember Miller introduced Ordinance No. 1264 entitled "AN ORDINANCE FOR THE CITY OF BROKEN BOW, NEBRASKA TO ADOPT THE WELLHEAD PROTECTION PLAN FOR THE CITY OF BROKEN BOW, NEBRASKA, AS PREPARED BY JEO CONSULTING GROUP, INC. FOR THE CITY OF BROKEN BOW, NEBRASKA; TO PROVIDE FOR THE REPEAL OF ORDINANCES INCONSISTENT HEREWITH; TO PROVIDE WHEN THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT; AND TO PROVIDE FOR THE PUBLICATION OF THIS ORDINANCE IN PAMPHLET FORM." and moved that the statutory rule requiring reading on the final reading be suspended. Councilmember Baltz seconded the motion. The Mayor stated the motion and instructed the Clerk to call the roll. The Clerk called the roll, and the following was the vote: Ayes: Miller, Baltz, Myers, and Schmidt. Nays: None. Motion carried. The motion to suspend the rules was adopted by three-fourths of the Council and the statutory rule was declared suspended for consideration of said Ordinance. Said Ordinance was then read by title and thereafter Councilmember Miller moved for final passage of the Ordinance, which motion was seconded by Councilmember Schmidt. The Mayor stated the question, "Shall Ordinance No. 1264 be

passed and adopted?" Upon roll call vote, the vote was as follows: Ayes: Miller, Schmidt, Myers, and Baltz. Nays: None. Motion carried. The passage and adoption of said Ordinance having been concurred by a majority of all members of the Council, the Mayor declared the Ordinance adopted.

Moved by Myers, seconded by Baltz, to adjourn the City Council Meeting at 6:40 pm. Roll call vote: Voting aye: Myers, Baltz, Schmidt, and Miller. Nays: None. Motion carried.

Rod Sonnichsen, Mayor

ATTEST:

Kandi K Peters, City Clerk

Accounts Payable Detail Listing

City of Broken Bow

Accounts Payable Detail Listing

City of Broken Bow

<u>Vend#</u>	<u>Vendor Name</u>									
<u>Pay#</u>	<u>Post Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Invoice</u>	<u>Date</u>	<u>PO#</u>		<u>Date</u>		<u>Status</u>
				<u>Work Order</u>			<u>Description</u>			
Capital One (continued)										
33127	11/7/2022	11/7/2022	10,761.53							Posted
	04-3209.00			POAN handbooks				96.00		0.00
	04-3205.00			meals for conference 401				88.97		0.00
	04-3225.00			fuel conference 401				32.12		0.00
	04-3414.00			holster 401				158.76		0.00
	04-3223.00			picture frame				18.60		0.00
	04-3312.00			long sleeve shirts				749.88		0.00
	04-3310.00			helmet tactical gear				9,617.20		0.00
								10,761.53		0.00
Card Services										
33124	11/7/2022	11/7/2022	3,074.20							Posted
	07-3205.00			meals during NLA				51.63		0.00
	02-3223.01			glass cleaner and Dirtex spray				12.18		0.00
	01-3209.00			Treasurer publication-Indeed				19.50		0.00
	01-3212.00			picture frames				131.00		0.00
	01-3205.00			lunch at conference in NP				50.13		0.00
	02-3311.00			hutch and do no disturb signs				298.32		0.00
	01-3438.01			badge holders and clips, cups for employee				179.93		0.00
	01-3420.00			hot spot for CA car				25.00		0.00
	09-3310.00			foam sprayer				374.53		0.00
	08-3311.00			muck boots				428.71		0.00
	09-3310.00			ink				52.74		0.00
	09-3339.00			park supplies				1,450.53		0.00
								3,074.20		0.00
City Flex Benefit Plan										
33097	10/26/2022	10/26/2022	110.00							Posted
	01-1501.00			SELECT FLEX-UNREIMBURSED M/D/V				110.00		0.00
City of Broken Bow - Health Insurance										
33107	10/26/2022	10/26/2022	2,826.54							Posted
	01-1501.00			HEALTH INSURANCE				2,826.54		0.00
City of Broken Bow Pension Fund										
33098	10/26/2022	10/26/2022	1,924.56							Posted
	01-1513.00			RETIREMENT LOAN PAYMENT				1,924.56		0.00
33099	10/26/2022	10/26/2022	8,126.26							Posted
	01-1502.00			414H RETIREMENT				8,126.26		0.00
33100	10/26/2022	10/26/2022	466.20							Posted
	01-1502.00			457 RETIREMENT				466.20		0.00
Colonial Insurance										
33093	10/26/2022	10/26/2022	416.03							Posted
	01-1501.00			COLONIAL LIFE PRE TAX				416.03		0.00
33094	10/26/2022	10/26/2022	118.72							Posted
	01-1501.00			COLONIAL LIFE POST TAX				118.72		0.00
Consolidated Management Co.										
33125	11/7/2022	11/7/2022	68.15							Posted
	04-3205.00			Meals NLETC 409 403				68.15		0.00
Custer County Chief										
33111	11/7/2022	11/7/2022	78.00							Posted
	01-3209.00			subscription renewal				39.00		0.00
	04-3209.00			subscription renewal				39.00		0.00
								78.00		0.00
Custer County Treasurer										
33114	11/7/2022	11/7/2022	12,916.67							Posted
	01-3217.00			Communications Interlocal Payment				12,916.67		0.00
Custer Public Power										
33120	11/7/2022	11/7/2022	66.85							Posted
	11-3220.00			CD Cell Power				66.85		0.00
EFTPS Online Payment										
33103	10/26/2022	10/26/2022	2,414.86							Posted
	01-1500.00			MEDICARE				2,414.86		0.00

Accounts Payable Detail Listing

City of Broken Bow

<u>Vend#</u>	<u>Vendor Name</u>	<u>Pay#</u>	<u>Post Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Invoice</u>	<u>Date</u>	<u>PO#</u>	<u>Date</u>	<u>Debit</u>	<u>Date</u>	<u>Status</u>
EFTPS Online Payment (continued)												
33104			10/26/2022	10/26/2022	6,805.32							Posted
			01-1500.00			FEDERAL MARRIED				3,522.61		0.00
			01-1500.00			FEDERAL SINGLE				2,516.18		0.00
			01-1500.00			Federal Head of Household				272.25		0.00
			01-1500.00			2020 Federal Single				244.67		0.00
			01-1500.00			2020 Federal Married				249.61		0.00
										6,805.32		0.00
33105			10/26/2022	10/26/2022	10,325.82					10,325.82		Posted
			01-1500.00			SOCIAL SECURITY						0.00
EMC Insurance												
33118			11/7/2022	11/7/2022	2,500.00					2,500.00		Posted
			01-3214.00			Deductible-D. Kirkpatrick-1721805						0.00
EZ IT Solutions												
33121			11/7/2022	11/7/2022	1,950.00							Posted
			01-3438.00			IT Services				390.00		0.00
			05-3438.00			IT Services				195.00		0.00
			06-3438.00			IT Services				195.00		0.00
			07-3438.00			IT Services				390.00		0.00
			08-3438.00			IT Services				390.00		0.00
			09-3438.00			IT Services				390.00		0.00
										1,950.00		0.00
Eakes Office Products												
33148			11/7/2022	11/7/2022	1,036.99							Posted
			01-3216.00			copier lease				650.55		0.00
			01-3438.01			work orders				205.90		0.00
			01-3223.00			binders, binder clips, file folders				180.54		0.00
										1,036.99		0.00
Family Heritage												
33101			10/26/2022	10/26/2022	25.50					25.50		Posted
			01-1501.00			FAMILY HERITAGE						0.00
Garrett Tires & Treads												
33126			11/7/2022	11/7/2022	28.15					28.15		Posted
			04-3310.00			tire repair 2014 impala						0.00
Great Plains Communications												
33115			11/7/2022	11/7/2022	70.95							Posted
			08-3221.00			Internet				35.48		0.00
			09-3221.00			Internet				35.47		0.00
										70.95		0.00
Hometown Leasing												
33116			11/7/2022	11/7/2022	159.18							Posted
			04-3216.00			Copier Lease				92.66		0.00
			07-3216.00			Copier Lease				66.52		0.00
										159.18		0.00
ICMA Memberships												
33123			11/7/2022	11/7/2022	715.00					715.00		Posted
			01-3206.00			Membership dues-Dan Knoell						0.00
Insurance Aid Services												
33141			11/7/2022	11/7/2022	3,283.86					3,283.86		Posted
			05-3336.00			Insurance Aid Fees						0.00
Internal Revenue Service												
33134			11/7/2022	11/7/2022	2,706.85					2,706.85		Posted
			01-1500.00			Form 941 corrections						0.00
Jessica LeAnn Knoell												
33110			11/7/2022	11/7/2022	400.00					400.00		Posted
			02-3419.01			cleaning services						0.00
Kash CA Inc												
33133			11/7/2022	11/7/2022	2,850.96					2,850.96		Posted
			04-3414.10			ammunition						0.00

Accounts Payable Detail Listing

City of Broken Bow

<u>Vend#</u>	<u>Vendor Name</u>	<u>Pay#</u>	<u>Post Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Invoice</u>	<u>Date</u>	<u>PO#</u>	<u>Date</u>	<u>Debit</u>	<u>Date</u>	<u>Status</u>
33146	Leth's Gun Care (continued)											
33146	11/7/2022	11/7/2022			1,400.00					1,400.00		Posted 0.00
	04-3414.00				2 AR Rifles							
33142	Mid Plains Community College											
33142	11/7/2022	11/7/2022			1,198.00					1,198.00		Posted 0.00
	05-3202.00				EMT classes							
33102	1 Nebraska Child Support Payment Center											
33102	10/26/2022	10/26/2022			433.39					433.39		Posted 0.00
	01-1503.00				CHILD SUPPORT-NE							
33119	Paper Tiger Shredding											
33119	11/7/2022	11/7/2022			80.00					80.00		Posted 0.00
	01-3222.00				paper shredding May and July							
33143	Platte Valley Communications											
33143	11/7/2022	11/7/2022			4,951.80					4,951.80		Posted 0.00
	05-3410.00				6 radios							
33136	RT Ace											
33136	11/7/2022	11/7/2022			59.54					59.54		Posted 0.00
	05-3223.00				fly spray trash bags aaa batteries							
33132	Reams Sprinkler Supply											
33132	11/7/2022	11/7/2022			576.02					576.02		Posted 0.00
	09-3427.00				sprinklers							
33131	Sandhills Custom Creations											
33131	11/7/2022	11/7/2022			1,185.46					1,185.46		Posted 0.00
	08-3310.00				decals					71.48		0.00
	08-3410.01				shirts and hoodies					556.99		0.00
	09-3410.01				shirts and hoodies					556.99		0.00
33147	Sara J. Hulinsky											
33147	11/7/2022	11/7/2022			837.00					837.00		Posted 0.00
	07-3419.01				cleaning service							
33135	Schaper and White Law Firm											
33135	11/7/2022	11/7/2022			150.00					150.00		Posted 0.00
	01-3214.00				legal fees							
33106	State Income Tax WH NE Online Payment											
33106	10/26/2022	10/26/2022			3,268.32					1,950.87		Posted 0.00
	01-1500.00				STATE MARRIED					1,317.45		0.00
	01-1500.00				STATE SINGLE							
33108	TX Child Support SDU											
33108	10/26/2022	10/26/2022			69.23					69.23		Posted 0.00
	01-1503.00				CHILD SUPPORT-TX							
33109	Tracker Systems											
33109	11/7/2022	11/7/2022			16.99					16.99		Posted 0.00
	03-3438.00				Tracking System							
33138	Trotter Service											
33138	11/7/2022	11/7/2022			216.53					216.53		Posted 0.00
	06-3225.00				diesel and gas							
33130	Unitech											
33130	11/7/2022	11/7/2022			189.50					189.50		Posted 0.00
	08-3310.00				lube							
33128	V-Bar Sales & Service											
33128	11/7/2022	11/7/2022			37.72					37.72		Posted 0.00
	08-3310.00				truck repair							
33139	Verizon Wireless											
33139	11/7/2022	11/7/2022			280.07					280.07		Posted 0.00
	04-3221.00				Police Internet for Ipads							
33122	Woods & Aitken LLP											
33122	11/7/2022	11/7/2022			608.00					608.00		Posted 0.00
	01-3214.00				legal fees-library							

Accounts Payable Detail Listing

City of Broken Bow

<u>Vend#</u>	<u>Vendor Name</u>	<u>Pay#</u>	<u>Post Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Invoice</u>	<u>Date</u>	<u>PO#</u>	<u>Date</u>	<u>Debit</u>	<u>Date</u>	<u>Status</u>
					<u>Account#</u>	<u>Work Order</u>		<u>Description</u>				<u>Credit</u>
106,024.88 56 Non-voided payables listed.												

Report Setup

AP - Accounts Payable Listing : Vendor Name

Filter Options

Starting: 10/26/2022

Ending: 11/7/2022

Banks: All

Payable Status: Posted, Printed, ACH, Recorded, Voided

All Vendors Selected

Bi Weekly Payroll. \$ 59,683.31

Accounts Payable Detail Listing

City of Broken Bow

Vend# Vendor Name

<u>Pay#</u>	<u>Post Date</u>	<u>Due Date</u>	<u>Amount</u>	<u>Invoice</u>	<u>Date</u>	<u>PO#</u>	<u>Date</u>	<u>Status</u>
			<u>Account#</u>	<u>Work Order</u>	<u>Description</u>		<u>Debit</u>	<u>Credit</u>
Gregg Young Auto Group								
33092	10/21/2022	10/21/2022	39,399.00					Ck# 1257 Printed
	05-3410.00			EMT SUV			18,000.00	0.00
	12-4200.11			EMT SUV			21,399.00	0.00
							39,399.00	0.00

39,399.00 1 Non-voided payables listed.

Report Setup

AP - Accounts Payable Listing : Vendor Name

Filter Options

Starting: 10/21/2022

Ending: 10/21/2022

Banks: All

Payable Status: Posted, Printed, ACH, Recorded, Voided

All Vendors Selected

Check Approval List - GL Account

11/2/2022 2:40:28 PM

Page 1 of 3

<u>Vendor Name</u>	City of Broken Bow		
	<u>Invoice</u>	<u>Invoice Description</u>	<u>Account Description</u>
			<u>Amount</u>
General			
Aflac		PRE TAX AFLAC	Health/Life/Acc Insurance
Aflac		AFLAC POST TAX	Health/Life/Acc Insurance
Broken Bow Airport Authority		Monthly Payment	Airport Payment
Broken Bow Municipal Utilities		Utilities	Weather Station Expens
Card Services		supplies	Training & Meeting Expe
Card Services		supplies	Printing & Publication
Card Services		supplies	City Promotions
Card Services		supplies	Admin Vehicle
Card Services		supplies	Administrator Expense
City Flex Benefit Plan		SELECT FLEX-UNREIMBURSED M/D/V	Health/Life/Acc Insurance
City of Broken Bow - Health Insurance		HEALTH INS	Health/Life/Acc Insurance
City of Broken Bow Pension Fund		414H RETIREMENT	Pension
City of Broken Bow Pension Fund		457 RETIREMENT	Pension
City of Broken Bow Pension Fund		RETIREMENT LOAN PAYMENT	Loan Payment
Colonial Insurance		COLONIAL LIFE PRE TAX	Health/Life/Acc Insurance
Colonial Insurance		COLONIAL LIFE POST TAX	Health/Life/Acc Insurance
Custer County Chief		subscription renewal	Printing & Publication
Custer County Treasurer		communications interlocal	Radio Communications
EFTPS Online Payment		MEDICARE	12,916.67
EFTPS Online Payment		FEDERAL	2,414.86
EFTPS Online Payment		FEDERAL	3,522.61
EFTPS Online Payment		FEDERAL	2,516.18
EFTPS Online Payment		FEDERAL	272.25
EFTPS Online Payment		FEDERAL	244.67
EFTPS Online Payment		FICA	249.61
EFTPS Online Payment		Deductible	10,325.82
EMC Insurance		IT Services	2,500.00
EZ IT Solutions		supplies	IT Expense
Eakes Office Products		supplies	390.00
Eakes Office Products		supplies	Copier Maint/Expense
Eakes Office Products			Supplies & Postage
Family Heritage		FAMILY HERITAGE	Administrator Expense
ICMA Memberships		Membership dues-Dan Knoell	Health/Life/Acc Insurance
Internal Revenue Service		Form 941 corrections	25.50
Nebraska Child Support Payment Center		CHILD SUPPORT-NE	Association Dues
Paper Tiger Shredding		paper shredding	205.90
Schaper and White Law Firm		legal fees	Payroll Taxes
State Income Tax WH NE Online Payme		STATE	2,706.85
State Income Tax WH NE Online Payme		STATE	Child Support
TX Child Support SDU		CHILD SUPPORT-TX	433.39
Woods & Aitken LLP		legal fees	Miscellaneous Expense
			Legal Fees
			69.23
			Legal Fees
			608.00
			Total General
			\$60,362.50
Municipal Building			
Black Hills Energy		Utilities-Gas	44.30
Broken Bow Municipal Utilities		Utilities	Utilities
Card Services		supplies	560.70
Card Services		supplies	Building Cleaning Suppli
Jessica LeAnn Knoell		cleaning services	12.18
			Maintenance & Repair B
			Contracted Services
			Total Municipal Building
			\$1,315.50
Handi Bus			
Tracker Systems		Tracking System	IT Expense
			16.99
			Total Handi Bus
			\$16.99
Police			

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<u>Vendor Name</u>	City of Broken Bow		
	<u>Invoice</u>	<u>Invoice Description</u>	<u>Account Description</u>
			<u>Amount</u>
Police			
Black Hills Energy		Utilities-Gas	Utilities 42.44
Broken Bow Municipal Utilities		Utilities	Utilities 370.47
Broken Bow Municipal Utilities		Utilities	Dog Care 49.00
Capital One		supplies	Training & Meeting Expe 88.97
Capital One		supplies	Printing & Publication 96.00
Capital One		supplies	Supplies & Postage 18.60
Capital One		supplies	Gas and Oil 32.12
Capital One		supplies	Maint/Repair Equipment 9,617.20
Capital One		supplies	Uniforms 749.88
Capital One		supplies	Guns 158.76
Consolidated Management Co.		Meals NLETC 409 403	Training & Meeting Expe 68.15
Custer County Chief		subscription renewal	Printing & Publication 39.00
Garrett Tires & Treads		tire repair 2014 impala	Maint/Repair Equipment 28.15
Hometown Leasing		copier lease	Copier Maint/Expense 92.66
Kash CA Inc		ammunition	Ammunition 2,850.96
Leth's Gun Care		2 AR Rifles	Guns 1,400.00
Verizon Wireless		telephone	Telephone/Internet 280.07
			Total Police \$15,982.43
Rescue Unit			
Bound Tree Medical		EMS supplies	Ambulance Supplies 652.89
Broken Bow Ambulance Service		oil and cleaner for trucks	Education and Training 13.97
Broken Bow Ambulance Service		oil and cleaner for trucks	Gas and Oil 64.52
Broken Bow Ambulance Service		oil and cleaner for trucks	Maint/Repair Equipment 23.44
Broken Bow Chamber of Commerce		ambulance incentive	Ambulance Driver Incen 3,290.00
Broken Bow Rural Fire Board		half of bills	Utilities 145.83
Broken Bow Rural Fire Board		half of bills	Telephone/Internet 41.53
EZ IT Solutions		IT Services	IT Expense 195.00
Insurance Aid Services		insurance aid fees	Insurance Aid Fees 3,283.86
Mid Plains Community College		EMT classes	Education and Training 1,198.00
Platte Valley Communications		6 radios	Equipment Purchases 4,951.80
RT Ace		supplies	Supplies & Postage 59.54
			Total Rescue Unit \$13,920.38
Fire			
Black Hills Energy		Utilities-Gas	Utilities 81.71
Broken Bow Ambulance Service		oil and cleaner for trucks	Training & Meeting Expe 13.97
Broken Bow Ambulance Service		oil and cleaner for trucks	Gas and Oil 64.52
Broken Bow Ambulance Service		oil and cleaner for trucks	Maint/Repair Equipment 23.43
Broken Bow Rural Fire Board		half of bills	Utilities 145.83
Broken Bow Rural Fire Board		half of bills	Telephone/Internet 41.54
EZ IT Solutions		IT Services	IT Expense 195.00
Trotter Service		diesel and gas	Gas and Oil 216.53
			Total Fire \$782.53
Library			
Broken Bow Municipal Utilities		Utilities	Utilities 757.52
Card Services		supplies	Training & Meeting Expe 51.63
EZ IT Solutions		IT Services	IT Expense 390.00
Hometown Leasing		copier lease	Copier Maint/Expense 66.52
Sara J. Hulinsky		cleaning service	Contracted Services 837.00
			Total Library \$2,102.67
Street			
Barco		signs and grinder blades	Maint/Repair Equipment 941.48
Barco		signs and grinder blades	Street Signs 489.60
Broken Bow Municipal Utilities		Utilities	Utilities 326.31
Broken Bow Municipal Utilities		Utilities	Street Lighting 2,727.50
Card Services		supplies	Maintenance & Repair B 428.71
EZ IT Solutions		IT Services	IT Expense 390.00
Great Plains Communications		internet	Telephone/Internet 35.48
Sandhills Custom Creations		clothing	Maint/Repair Equipment 71.48
Sandhills Custom Creations		clothing	Safety Equipment 556.99
Unitech		lube	Maint/Repair Equipment 189.50
V-Bar Sales & Service		truck repair	Maint/Repair Equipment 37.72
			Total Street \$6,194.77
Park			

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Vendor Name

Park

Broken Bow Municipal Utilities
 Broken Bow Municipal Utilities
 Card Services
 Card Services
 Card Services
 EZ IT Solutions
 Great Plains Communications
 Reams Sprinkler Supply
 Sandhills Custom Creations

Swimming Pool

Broken Bow Municipal Utilities

Sanitation

Broken Bow Municipal Utilities
 Custer Public Power

City of Broken Bow

Invoice Invoice Description

Account Description

Amount

Utilities	Utilities	1,524.48
Utilities	Utilities	139.84
supplies	Maint/Repair Equipment	374.53
supplies	Maint/Repair Equipment	52.74
supplies	Maintenance/Repair Grc	1,450.53
IT Services	IT Expense	390.00
internet	Telephone/Internet	35.47
sprinklers	Underground Sprinklers	576.02
clothing	Safety Equipment	556.99
	Total Park	\$5,100.60
Utilities		144.32
	Total Swimming Pool	\$144.32
Utilities		35.34
CD Cell Power	Utilities	66.85
	Total Sanitation	\$102.19
		\$106,024.88

Report Selection: Check Approval List - GL Account

Date Range Selection: GL Posting Date

Starting Date: 10/26/2022

Ending Date: 11/7/2022

Bi Weekly Payroll: \$59,683.31

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Vendor Name

Rescue Unit

Gregg Young Auto Group

City of Broken Bow

ST Infra/Capital

Gregg Young Auto Group

Report Selection: Check Approval List - GL Account

Date Range Selection: GL Posting Date

Starting Date: 10/21/2022

Ending Date: 10/21/2022

<u>Invoice</u>	<u>Invoice Description</u>	<u>Account Description</u>	<u>Amount</u>
	2019 Chevy Tahoe - EMT SUV	Equipment Purchases	18,000.00
		Total Rescue Unit	\$18,000.00
		ARPA	21,399.00
		Total ST Infra/Capital	\$21,399.00
			\$39,399.00



Broken Bow Ambulance Service

1848 South G Street, Broken Bow, NE 68822
Phone: 308-872-1253 □ Fax: 308-767-2651
Andy Holland, Emergency Service Director
David Baltz EMS Chief

Official Roster Effective on November 7, 2022

1. Doyle Woods	EMT
2. Londa Woods	EMT
3. Andrew C Holland	EMT
4. Bobbie Summerford	EMT
5. Rick Larson	EMT
6. Lawrence Stump	EMT
7. Kacey Finney	EMT
8. Chandra Bitterman	EMT
9. Jacob Karmazin	EMT
10. Brandi Hulbert	EMT
11. Rebeka Anderson	EMR
12. Dennis Schiller	EMT
13. David Baltz	EMT
14. Ahren Finney	Non Healthcare
15. Cody Neville	Non-Healthcare
16. Joanna Keyser	EMT
17. Mishele Wooters	EMT
18. Wade Williams	EMT
19. Kelvin Kreitman	EMT
20. Lance Oatman	EMT
21. Josh Lorenz	Registered Nurse
22. Jess Hightower	EMT
23. Christina Watson	EMT
24. Troy Mack	EMT

RESOLUTION 2022-16

A RESOLUTION TO ALLOW EXPEDITED REVIEWS OF REDEVELOPMENT PLANS, ALSO KNOWN AS MICRO-TIF

WHEREAS, Section 11 of LB 1021, passed by the Nebraska Legislature in 2020 and codified at NEB. REV. STAT. § 18-2155, permits a governing body of a city to elect by resolution to allow expedited reviews of redevelopment plans;

WHEREAS, redevelopment plans eligible for expedited review under NEB. REV. STAT. § 18-2155 are exempt from the requirements of NEB. REV. STAT. §§ 18-2111 to 18-2115 and 18-2116;

WHEREAS, a redevelopment plan is eligible for expedited review under NEB. REV. STAT. § 18-2155 if:

- (a) The redevelopment plan includes only one redevelopment project;
- (b) The redevelopment project involves the repair, rehabilitation, or replacement of an existing structure located within a substandard and blighted area;
- (c) The redevelopment project is located in a county with a population of less than one hundred thousand inhabitants;
- (d) The repair, rehabilitation, or replacement of an existing structure that has been within the corporate limits of the city for at least sixty years and is located within a substandard and blighted area; or The redevelopment of a vacant lot that is located within a substandard and blighted area that has been within the corporate limits of the city for at least sixty years and has been platted for at least sixty years; The assessed value of the property within the redevelopment project area when the project is complete is estimated to be no more than:
 - (i) Three hundred fifty thousand dollars for a redevelopment project involving a single-family residential structure;
 - (ii) One million five hundred thousand dollars for a redevelopment project involving a multi-family residential structure or commercial structure; or
 - (iii) Ten million dollars for a redevelopment project involving the revitalization of a structure included in the National Register of Historic Places;

WHEREAS, a redeveloper submitting a redevelopment plan for expedited review shall use a standard form developed by the Nebraska Department of Economic Development, which is currently available at <https://opportunity.nebraska.gov/micro-tif/>;

WHEREAS, for any approved redevelopment project that is financed in whole or in part through tax increment financing, the authority shall incur indebtedness in the form of a promissory note issued to the owner of record of the property on which the structure identified in the redevelopment plan is located;

WHEREAS, The total amount of indebtedness shall not exceed the amount estimated to be generated over a fifteen-year period from the portion of taxes mentioned in subdivision (1)(b) of section 18-2147;

WHEREAS, the expedited review process for redevelopment plans is referred to as "Micro-TIF"; and

WHEREAS, Micro-TIF provides a means to repair, rehabilitate, and replace old structures within the jurisdiction of communities in less populated counties.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF BROKEN BOW, NEBRASKA:

Section 1. Expedited reviews of redevelopment plans that meet the requirements of NEB. REV. STAT. § 18-2155(2) are hereby authorized and allowed in the City of Broken Bow.

Section 2. The expedited reviews authorized in Section 1 above shall consist of the following steps:

- (a) A redeveloper shall prepare the redevelopment plan using a standard form developed by the Department of Economic Development;
- (b) The redeveloper shall submit the redevelopment plan to the individual identified in Section 3 below, along with any building permit or other permits necessary to complete the redevelopment project and an application fee of fifty dollars; and
- (c) If the submitted redevelopment plan meets the requirements of NEB. REV. STAT. § 18-2155(2), the redevelopment plan shall be approved within thirty days after submission of the plan.

Section 3. The Deputy Clerk and/or City Treasurer is hereby selected as the appropriate employee to conduct expedited reviews pursuant to NEB. REV. STAT. § 18-2155.

Section 4. That all resolutions or parts of resolutions in conflict herewith are hereby repealed.

RESOLUTION PASSED AND ADOPTED THIS 7th day of November 2022.

Rod Sonnichsen, Mayor

ATTEST:

Kandi K. Peters, City Clerk

Application for Expedited Review of Community Redevelopment Plan Tax Increment Financing (TIF) Project

For Official Use
Date Received _____
Date of Review _____
____Approved ____Denied

County Name	City
Redeveloper (Owner)	
Redevelopment Project Name	
Parcel Number	
Application Date of the Expedited Redevelopment	

1. What are the existing uses and condition of the property within the redevelopment project area?
2. What are the proposed uses of the property within the redevelopment project area?
3a. Has the structure been within the corporate limits of the city for at least sixty years? Yes <input type="checkbox"/> No <input type="checkbox"/> 3b. If the project includes the redevelopment of a vacant lot that is within the corporate limits of the city, has that lot been platted for at least sixty years? Yes <input type="checkbox"/> No <input type="checkbox"/>
4. What is the current assessed value of the property within the redevelopment project area?
5. What the increase in the assessed value of the property within the redevelopment project area that is estimated to occur as a result of the redevelopment project?
6. Will the redevelopment project will be financed in whole or in part through the division of taxes as provided in section 18-2147? Yes <input type="checkbox"/> No <input type="checkbox"/>
7. Building permit numbers (if required) _____ Attach copies of permits to application.

►
Redeveloper's Signature

Date

**Upon completion of this form, the redeveloper must provide the original
to the City or Community Redevelopment Authority.**

(see form instructions on reverse)

Instructions

Who Must File. If a city or the city's community redevelopment authority (CRA) has elected to allow expedited reviews of redevelopment plans that meet the requirements below, this form must be filed with the city or the CRA in order to receive an expedited review. A redevelopment plan is eligible for expedited review if:

1. The redevelopment plan includes only one project;
2. The project is located within a substandard and blighted area that has been within the corporate limits of the city for at least sixty years and:
 - a. Involves the repair, rehabilitation, or replacement of an existing structure; or
 - b. Involves the redevelopment of a vacant lot that has been platted for at least sixty years;
3. The project is located in a county with a population of less than 100,000 inhabitants; and
4. The assessed value of the property within the project area when the project is complete is estimated to be no more than:
 - a. \$350,000 for a project involving a single-family residential structure;
 - b. \$1.5 million for a project involving a multi-family residential or commercial structure;
 - c. \$10 million for a project involving the revitalization of a structure included in the National Register of Historic Places.

The redeveloper shall submit the redevelopment plan directly to the city or CRA, along with any building permit or other permits necessary to complete the redevelopment project, and an application fee in an amount set by the governing body, not to exceed fifty dollars. If the city or CRA determines that the application meets the requirements above, the authority will approve the plan within 30 days of the submission of the plan. Once approved the authority incurs indebtedness for the project, and the project begins.

The county assessor shall then determine: (1) If the redevelopment project was fully completed within two years after the approval of the development plan and (2) the assessed value of the property within the redevelopment project area. Once completion has been determined, the county assessor shall certify the completion of the expedited redevelopment plan to the city or community redevelopment authority (CRA). Once the county assessor has certified this form as required in Neb. Rev. Stat. § 18-2155, the city or CRA may begin to use the portion of taxes as indicated in Neb. Rev. Stat. § 18-2147 to pay the indebtedness incurred by the city or CRA pursuant to Neb. Rev. Stat. § 18-2155. Payments shall be remitted to the owner of record of the property on which the structure is located in the redevelopment plan.

RESOLUTION 2022-17

RESOLUTION AUTHORIZING CITY OF BROKEN BOW EMPLOYEE HANDBOOK

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF BROKEN BOW, NEBRASKA:

WHEREAS, the Mayor and Council adopted an Employee Handbook on November 7, 2022; and

NOW, THEREFORE, BE IT RESOLVED that these personnel policies and procedures shall apply to all City appointees and employees. In the event there is a conflict between these rules and any collective bargaining agreement, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the City of Broken Bow that the attached amendment to the Employee Manual be adopted.

PASSED AND APPROVED this 7th day of November 2022.

Rod Sonnichsen, Mayor

ATTEST:

Kandi K. Peters, City Clerk

CITY OF BROKEN BOW

EMPLOYEE HANDBOOK

BROKEN  BOW

N E B R A S K A

Rooted. But Not Standing Still.

RESOLUTION NO.: 2022-17

ADOPTED: November 7, 2022

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SECTION 1 – WELCOME TO THE CITY OF BROKEN BOW

Introduction

The personnel system of the City of Broken Bow, Nebraska, provides a means to recruit, select, develop, and maintain an effective and responsive work force and includes policies and procedures for employee hiring, training, job classification, salary compensation, benefits, discipline, and other related activities. The purpose of this guide is to serve as a written statement of the employment practices of the City of Broken Bow, 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 employers--the residents of Broken Bow. 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 Broken Bow, Nebraska. This Employee Handbook supersedes all previous personnel policies and procedures adopted by the City of Broken Bow, Nebraska.

No handbook can anticipate every circumstance or question about policies. As Broken Bow 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 Broken Bow, 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, Union Agreement, 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.

SECTION 2 - EMPLOYMENT POLICIES

Equal Employment Statement

It is the policy of the City of Broken Bow 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 Broken Bow 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.

Harassment Policy

It is the policy of the City to provide an environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct or communication constituting sexual harassment. Sexual harassment by any employee is unequivocally prohibited. Sexual harassment is misconduct that interferes with work productivity and wrongfully deprives employees of the opportunity to work and be in an environment free from unsolicited and unwelcome sexual overtones. Sexual harassment includes all unwelcome sexual advances, requests for sexual favors and other such verbal or physical misconduct. Sexual harassment is a prohibited practice and is a violation of the law.

The U.S. Equal Employment Opportunity Commission has issued guidelines interpreting Section 703 of Title VII as prohibiting sexual harassment. Sexual harassment is defined in those guidelines as follows:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical misconduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment,
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working 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

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 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 get 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 Broken Bow 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 Broken Bow, 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 Broken Bow is committed to employing only United States citizens and aliens 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 employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the City of Broken Bow within the past three years, or if their previous I-9 is no longer retained or valid.

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

Drug Free Workplace

The City of Broken Bow intends to provide a drug free environment for all its employees. Employees who use, attempt to possess, or use, manufacture or participate in the transfer, sale, offering or possession of unauthorized alcohol, illegal drugs or other controlled substances while on the job or on City premises, will be subject to severe disciplinary action up to and including discharge. (The term "controlled substance", as used in this policy, means a drug or other substance as defined in applicable federal law on drug abuse prevention. (Federal Register P. 4947-4965, Drug Free Workplace Act of 1989.)

1. Urinalyses testing will be conducted at random on all Union and City Employees. The City shall pay for the costs of the urinalyses testing. Post-accident urinalyses will be required.
2. When there is reasonable cause to suspect possession, influence or use of alcohol or drugs on the job, employees may be required to submit to an alcohol or drug test. Refusal to submit to a test will be considered to be insubordination subject to discipline, up to and including termination.
3. Employees who report for work or who at work are under the influence of alcohol, illegal drugs or any controlled substance will be subject to disciplinary action up to and including termination.
4. An employee, who, under a physician's care, is taking medication which may affect the employee's ability to work safely, is responsible for informing his/her supervisor of this condition before beginning work.
5. Employees, who are off duty and have been drinking or are under the influence of drugs, must refuse any "call-outs" or emergency calls.
6. A person being considered for employment with the City of Broken Bow may be asked to submit to drug testing prior to gaining employment with the City.

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.

Introductory Period

The introductory period for new employees is six (6) months. 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 that he or she is suited for his or her

job. This period is not a guarantee of employment for six (6) months. Towards the end of the employee's introductory period, he/she will be formally evaluated. Should the employee's evaluation be satisfactory or above, he/she will be placed on employment status with the City. Evaluation forms must be signed by the employee, supervisor, and the City Administrator.

Employee Evaluation

Employees will have an annual evaluation which will be conducted on or as close as possible to their anniversary dates. Department Heads and supervisors will meet with each employee personally to complete the evaluation process. The City Administrator will conduct the evaluations for all Employees Appointed by the Mayor and all that are Salaried. 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 along the following guidelines and/or any other guidelines as deemed necessary:

1. General Quality of Work
2. Quantity of Work
3. Job Knowledge
4. Reliability
5. Attendance
6. Independence
7. Initiative
8. Adherence to Rules
9. Cooperation
10. Communication Skills

Employee Classifications

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

1. Introductory Employees are those persons employed by the City to fill a regular position as introductory employee for the first six (6) months of employment. During this period, the City reserves the right to dismiss an introductory employee at any time with or without cause.
2. Regular Full-time Employees are those persons employed by the City whose employment is continuous and who works at least forty (40) hours per week.

3. Regular Part-time Employees are those persons employed by the City who are hired on a regular schedule less than forty (40) hours per week throughout the year and is excluded from the normal fringe benefits.
4. Seasonal Employees are those persons employed by the City whose customary employment is less than one hundred twenty (120) days during a calendar year. This person may be assigned to a classification vacated by a regular employee while on military duty or other authorized absence and is excluded from the normal fringe benefits.

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, he/she shall notify his/her supervisor of his/her absence within the first 30 minutes of their normal duty time.

The City operates on a 40-hour work week, starting at 12:00 a.m. Sunday and ending at 11:59 p.m. Saturday.

Employees shall be granted two (2) fifteen (15) minute breaks, once between starting time and the noon meal and once between the noon break and quitting time, or as directed by their supervisor. Intermission for lunch shall be for one (1) hour to be taken at the mid-day break.

Management Rights

The content of this Personnel Manual is not designed to limit or impair the rights of any employee. Acknowledgement of this manual does not guarantee employment during the probationary period or at any other time.

The following are the management rights for the City of Broken Bow:

1. The right to determine, effectuate, and implement the objectives and goals of the City.
2. The right to manage and supervise all operations and functions of the City.
3. The right to determine services to be provided, including the right to establish, allocate, schedule, assign, modify, change, subcontract and discontinue City operations, work shifts, and working hours, including overtime hours.
4. The right to establish, modify, change, and discontinue work standards.
5. The right to direct and arrange working forces including the right to hire, examine, classify, promote, train, transfer, assign, and retain employees; maintain discipline and control and use of City property; suspend, demote, discharge, or take other disciplinary action against employees with or without cause; and to relieve employees from duties due to lack of work, lack of funds, a decision to subcontract or discontinue City operations or other legitimate reasons.
6. The right to increase, reduce, change, modify, and alter the composition and size of the work force.

7. The right to determine, establish, change, modify, and implement policies for the selection, training, transfer, reorganization, and promotion of employees.
8. The right to create, establish, change, modify, and discontinue any City function, operation, and department.
9. The right to establish, implement, modify, and change financial policies, accounting procedures, prices of goods or services, public relations, and procedures and policies for the safety, health, and protection of the City property and personnel.
10. The right to adopt, modify, change, enforce, or discontinue any existing rules, regulations, procedures, and policies, which are not mandatory topics of bargaining, or in direct conflict with any provision of this Contract.
11. The right to determine and enforce employees' quality and quantity standards.
12. The right to classify jobs and to allocate individual employees to appropriate classifications based upon duty assignments.
13. The right to establish work rules on subjects that are not mandatory bargaining subjects.
14. If it is determined that there is a conflict between the Pers01mel Handbook and the provisions of this Contract, the Contract will govern until changes incorporated in the Personnel Handbook are specifically addressed in the Contract.

Political Activity

No employee shall use his/her official authority or influence to further the cause of any political party or candidate for nomination or election to public office. In addition, no employee shall use his/her job to distribute or receive political favors.

If an employee wishes to take part in political activities (other than voting), during normal scheduled work hours, he/she must use vacation leave or leave without pay to cover this period of absence.

All employees have the right of protection from political coercion of any type from any person. Employees may not be interrupted during duty hours by political activities. All employees have the right to vote as they choose and to express their opinions on political subjects and candidates.

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.

Nepotism

Employees shall not directly or indirectly, hire or supervise or be hired or supervised by a member of their family.

SECTION 3 – COMPENSATION POLICIES

Pay Plan

All City employees shall be paid on Wednesdays on a bi-weekly basis (see yearly Payroll Distribution Schedule, available from the City Clerk). There shall be twenty-six pay periods per year. The City operates on a 40-hour work week, starting Sunday through the following Saturday. 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 will be utilized by the City of Broken Bow.

Each employee paid on the basis of an hourly wage shall be responsible for maintaining and submitting a timecard to the employee's immediate supervisor. The Supervisor is responsible for submitting the timecards to the City Clerk, Deputy Clerk, City Treasurer, or City Administrator, for each pay period.

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.

It is the policy of the City that no advance in wages will be made to any employee.

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

Each full-time employee who terminates his/her employment, and each full-time or part-time employee whose employment shall be terminated by the City, shall be entitled to compensation for his/her 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 Broken Bow employee has assigned working hours. A time clock or time sheet 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 City Administrator.

The City shall be permitted to install time recording devices at any or all work locations. Prior to the installation of any time recording device, the City shall meet with the Union regarding the installation, the type of equipment being installed and the effective date of use subject to the following:

- A. Time recording devices will be used for the purpose of verifying start and stop times and hours worked by an employee. They will not be used as the primary method recording hours of work but will be used as a method of verifying hours worked in the event of a dispute.
- B. Employees will be allowed to review time records at their option and to have a copy of such records.
- C. Overtime will be recorded and paid in tenths of an hour (six minute) increments.
 1. If an employee works less than 5 minutes in a tenth hour increment, he or she will not be paid for that tenth hour.
 2. If an employee works five (5) minutes or more in a tenth hour increment, he or she shall be paid for that full tenth of an hour at the prevailing wage rate.
- D. The use of the time keeping device will not, on its own, constitute an authorization of overtime. Overtime must be specifically authorized by the City Administrator other than while On Call.
- E. Employees shall be allowed to clock in 6 minutes before regular starting time and shall clock out no later than 6 minutes past regular quitting time, unless working authorized overtime. If the employee is called out for an emergency, they shall not be required to clock in or out.

Overtime Hours, Call Back Pay, Rest Breaks, and Standby Pay

Overtime: Overtime shall be based on a 40-hour workweek. Any work performed on a Saturday or Sunday shall be compensated at the applicable overtime rate.

Call Back Pay: An employee being called back up to one (1) hour before the employee's normal starting time shall receive a minimum of two (2) hours pay at the applicable overtime rate. If the call back is one hour or less before regular work hours, overtime will be paid for the actual time worked.

Rest Breaks: When an employee is required to work more than sixteen (16) hours in any

twenty-four (24) hour period, the employee shall be granted a rest break of eight (8) hours.

Standby Pay:

- A. Pay. Hourly employees while on standby duty shall be paid seven (7) hours of their straight time rate of pay for each week of required standby.
- B. Available. Employees must be available while on call and be able to clock in at the employee's normal timeclock within 30 minutes.
- C. Called Out Procedure. If the employee is called out while on standby, the employee will be paid the regular overtime rate for all hours worked. Employees scheduled for call out will find their own replacement if they are not available.
- D. Schedule. The standby week shall begin at 8:00 AM on Monday and shall run until 8:00 AM the following Monday.

Please refer to your specific Union contract for exact details, as your Union Contract will be what is used for these procedures.

Compensatory Time

Employees may elect to receive compensatory time off in lieu of overtime pay for overtime worked. For each hour of overtime worked, the employee will be entitled to one and one-half hours of compensatory time and shall not exceed 80 hours.

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

Upon termination of employment, an employee shall be paid for all unused comp time.

Appointed Longevity Pay

The City will recognize all Appointed Employees for the length of service at the following rates:

- A. Five years through nine years - \$200.00
- B. Ten years through fourteen years - \$300.00
- C. Fifteen years through nineteen years - \$400.00
- D. Twenty years and thereafter - \$500.00

Non-Appointed Longevity Pay

The City will recognize all Non-Appointed Employees for the length of service at the following rates:

- A. Five years through nine years - \$50.00
- B. Ten years through fourteen years - \$100.00
- C. Fifteen years through nineteen years - \$200.00
- D. Twenty years and thereafter - \$300.00

Longevity pay will be paid in December of each year. Social Security and Medicare will be withheld from the check, but the net amount will equal the designated dollar amount.

Job Descriptions/Position Profiles & Compensation of Appointed Officials and Employees

Position Profiles & 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's Office. Compensation of Appointed Officials and Employees is adopted by City Ordinance through compensation ranges for officials and employees of the City of Broken Bow.

Personnel Recordkeeping

The City is responsible for maintaining personnel records for each employee. These files are confidential and are available only to the employees to whom they pertain and to other officials as designated by the City Administrator.

The City Clerk shall maintain a personnel record for each employee in the service of the City of Broken Bow, showing the name, title of position, the department to which assigned, salary, changes in employment status, vacation and sick leave records, copies of all transaction forms pertaining to individual employee's evaluations, actions and other information that may be considered pertinent.

Employees may request to review their personnel files at any time during normal working hours. Each employee shall report promptly to the City Clerk all changes of name, address, and telephone number.

Former employee personnel files may be destroyed in accordance with records management policies as directed by Nebraska State Law.

Employees seeking the removal of particular items from their personnel files shall make a formal request in writing to the City Administrator. Such requests shall state:

1. A brief description of the item to be removed.
2. A brief statement as to the circumstances surrounding the inclusion of the items in the employee personnel file.
3. The reason for requesting the deletion of the items.

SECTION 4 – GENERAL BENEFITS

Holidays

When a holiday falls on Sunday, the following Monday is considered to be the holiday. When a holiday falls on Saturday, the preceding Friday is considered the holiday.

Holidays occurring during the employee's vacation leave do not count as vacation time and are not deducted from the employee's vacation record.

Whenever an employee is required to work on a holiday, actual time worked will be given off as a substitute for the holiday or the City will pay the employee the allowed regular pay, plus one half of the number of hours actually worked.

The following named days shall be official holidays for regular employees who are not required to be on duty eight (8) hours of regular pay:

New Year's Day	January 1
Martin Luther King Jr. Day	3 rd Monday in January
President's Day	3 rd Monday in February
Memorial Day	Last Monday in May
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 Eve Afternoon	December 24 Afternoon
Christmas Day	December 25
New Year's Eve Afternoon	December 31 Afternoon

Vacation Leave

The purpose of vacation leave is to provide the employee the opportunity for rest and relaxation, free from the rigors of his/her job. All full-time employees will be entitled to receive paid vacation leave under the following schedule:

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

Day 1 through 9 Years of Employment = 7 Hours per Month
10 Years through 14 Years of Employment = 10 Hours per Month
15 Years through 19 Years of Employment = 12 Hours per Month
20 Years of Employment and Each Thereafter = 13.5 Hours per Month
Department Heads with 25 Years and Each Thereafter = 15 Hours per Month

Appointed employees may accumulate vacation time no more than three (3) times what they can earn during a calendar year. If the total amount of unused vacation time reaches the maximum accrual at any time, further vacation accrual will temporarily stop until such time as the total accrued vacation amount falls below the maximum. Any vacation time that has been accumulated over the three (3) time accumulation may be used within twelve months of passage of the manual and if there's any unused vacation time after the twelve months it will be paid out to the employee.

Other employees may accumulate no more than two (2) times vacation than what they can earn during that calendar year or as outlined in the approved union contracts.

Vacation leave can be used as it is earned. Vacation must be submitted and approved at least 2 weeks in advance. And approved by chain of command prior to commencement.

Vacation pay shall be paid at the normal rate of pay. Vacation time shall be taken in ½ hour increments. Vacation leave shall not exceed two (2) consecutive weeks unless permission is given by either the Mayor or the City Council President.

Vacation schedules shall be coordinated between applicable employees, and the City reserves the right to limit the number of employees on vacation at any given time.

Holidays occurring during scheduled vacation leave shall not be charged against vacation leave, but against holiday leave. Part-time and seasonal employees are ineligible for vacation leave.

City Employees that have accumulated vacation hours over multiple years of service shall be paid for their vacation hours upon the Employee's resignation. The payment will be made in a lump sum payment on the last day of employment with the City of Broken Bow.

Sick Leave

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

Full-time employees shall receive one day (8 hours) sick pay per month, cumulative to a maximum of 120 Days or 960 Hours. Sick leave ceases to accrue at the beginning of the first pay period of the month following the thirteenth (13th) full week of disability, or when an employee is granted and takes unpaid leave for any reason. Sick leave accrual will resume after the employee has returned to work.

Absence due to sickness must be reported promptly and 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.
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, domestic partner (co-habitation, intimate, committed relationship of 1 year), children, stepchildren, parent, parent-in-law, brother, sister, grandparent, and grandchildren.

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 their Supervisors 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 which cannot be approved in advance, you should advise your supervisor as soon as possible.

An employee may be required to submit substantiating evidence if sick absence exceeds three workdays, or the employee uses more than six (6) total days of sick leave in a calendar month. Substantiating evidence may be required if the sick leave is being used as part of

Family Medical Leave Act (FMLA) leave. Substantiating evidence may also be required if sick leave abuse is suspected.

Sick leave requests will be taken in $\frac{1}{2}$ hour increments. Holidays which occur during the period an employee takes sick leave do not count as sick leave, but against holiday leave. Sick leave shall be paid at the employee's normal rate of pay.

Sick leave may be coordinated with any benefits received by the employee for the City Workers' compensation plan, or other group accident proceeds for which the City provides coverage premiums not to exceed one hundred percent (100%) of base pay and will continue only until total accumulation of sick leave has been used or until the effective date of Social Security benefits, whichever occurs first.

City Employees that have accrued sick leave hours over multiple years of service shall retain these recorded totals.

Appointed employees leaving employment with the City prior to two years of continuous service are not eligible for reimbursement of their unused sick leave. Appointed employees leaving employment after two years will receive 100% of banked sick leave.

Sick Leave Conversion for Appointed Employees (Completion of 10 Years of Service) –

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 twenty (20) years of continuous service with the City. The percentage of banked sick leave reimbursement is based on the number of years of continuous service, up to a maximum of \$15,000, at the following rates:

- 1) 10 Years of Continuous Service = Reimburse 40% of Banked Sick Leave
- 2) 15 Years of Continuous Service = Reimburse 60% of Banked Sick Leave
- 3) 20 Years of Continuous Service = Reimburse 100% of Banked Sick Leave

Sick Leave Donation

The City of Broken Bow 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 need in accordance with the policy outlined below. Participation in donating and receiving sick leave is strictly voluntary.

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 maximum – No more than 50% of your 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, unless authorized by City Administrator.

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 not be eligible to accrue vacation. In all other respects, donated time will be the same 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 sick leave or compensatory time in their balance, this time will be used prior to any donated sick time that is approved. Donated sick time may only be used for time off related to the approved request. Sick time donated that is in excess of the time off needed will be evenly distributed back to all 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 feel pressured to donate time to a co-worker.

Bereavement Leave

A full-time employee may be granted up to four (4) days of paid bereavement leave in case of the death of an employee's immediate family member: spouse, domestic partner (co-habitation, intimate, committed relationship of 1 year), children, stepchildren, parent, parent-in-law, step-parent, brother, sister, daughter-in-law/son-in-law, grandchildren, step-grandchild, grandparent, step-grandparents, and grandparents-in-law. 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 supervisor may grant one (1) day in case of the death of a niece or nephew or niece-in-law/nephew-in-law.

Funeral leave is granted for time off for the employee if he/she is requested to serve as a pallbearer, to perform military services or to perform fraternal services at a funeral for only as long as necessary to perform such duty no to exceed one-half (1/2) day.

Funeral leave is granted for time off for employees to attend services for another employee or retired employee as long as sufficient work force is left at work to maintain city operations and for only as long as necessary not to exceed one-half (1/2) day.

Military Leaves of Absence

All employees, including elected officials who are members of the National Guard, Army Reserve, Naval Reserve, Marine Corps Reserve, Air Force Reserve and Coast Guard Reserve, shall be entitled to leave of absence from their respective duties, without loss of pay, on all days during which they are employed with or without pay under the orders or authorization of competent authority in the active service of the State or of the United States, for a period not to exceed one hundred twenty (120) hours in any one calendar year. Such leave of absence shall be in addition to the employee's regular annual leave. When the Governor of this State shall declare that a state of emergency exists, and any of the persons named in this section are ordered to active service of the State, an additional leave of absence will be granted until such member is released from active service by competent authority. During the additional leave of absence due to the call of the Governor, any official or employee subject to the provisions of this section shall receive such portion of his or her salary or compensation as will equal the loss he or she may suffer while in active service of the State. Benefits will be paid according to State and Federal law.

Jury Duty

When a regular employee has been absent from work because of jury service or subpoenaed as a witness because of something that occurred during the course of his regular employment to which he/she was a witness, he/she shall be paid his/her regular pay by the City with the understanding that at the completion of his jury service, he shall present his jury service checks to the City, and that the amount of such checks, less the amount included for traveling expenses, shall be deducted from his/her next regular paycheck.

Family and Medical Leave Act Absences (FMLA)

The Family and Medical Leave Act of 1993 (FMLA), as amended thereafter, requires covered employers to provide FMLA leave to eligible employees. Following is a summary of the leave requirements under the FMLA. These same requirements are also posted on the City's premises. This policy and the posting do not necessarily include all FMLA requirements, disclosures, or information employees may need to know, but are intended to provide employees with basic FMLA information.

Eligibility Requirements:

In order to be eligible for FMLA leave, an employee must have worked for the City for at least 1 year prior to commencement of the leave, worked at least 1,250 hours during the 12 months prior to commencement of the leave, and must be employed at a worksite where 50 or more employees are employed by the City within 75 miles of that site at the time notice is given of the need for leave.

Reasons for Leave:

Eligible employees may take FMLA leave for the following purposes:

1. For incapacity due to the employee's pregnancy, prenatal medical care, or childbirth;
2. To care for the employee's child after birth, or placement for adoption or foster care;

3. To care for the employee's spouse, child, or parent, who has a serious health condition;
4. For a serious health condition that makes the employee unable to perform the employee's job;
5. For military exigency leave to address certain qualifying exigencies related to a covered military member (if the employee is the spouse, parent, son or daughter of said military member) who is on active duty or called to active duty status in a foreign country (and if the family member is in the National Guard or Reserves and is on or called to active duty in a foreign country, the duty must be in support of a contingency operation); and
6. For military caregiver leave to care for a covered military service member (if the employee is the spouse, parent, son, daughter, or next of kin of said service member) who: (a) is a current member or veteran of the military (Armed Forces, National Guard or Reserves); (b) incurred a serious injury or illness (or aggravation of a pre-existing injury or wellness) in the line of duty on active duty that renders the service member medically unfit to perform his or her duties or manifests itself within 5 years after the individual becomes a veteran; and (c) is undergoing medical treatment, recuperation or therapy while in the military or within five years after becoming a veteran, or is in out-patient status while in the military, or is on the military's temporary disability retired list.

Definitions:

All definitions of the FMLA apply, but two key definitions are:

1. Serious Health Condition. This means an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 full consecutive calendar days combined with at least two in-person visits to a health care provider (the first within 7 days and the second within 30 days of the onset of incapacity) or one in-person visit (within 7 days of the onset of incapacity) and a regimen of continuing treatment prescribed at that visit, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.
2. Qualifying Exigency. This may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Amount of Leave:

Eligible employees are entitled to a maximum of 12 weeks of unpaid FMLA leave during a rolling 12-month period, measured forward for 12 months beginning on the date an employee first uses leave, and upon expiration of that 12-month period. If the leave is to care for a covered military service member who incurred a serious injury/illness in the line of duty on active duty, an eligible employee is entitled to a maximum of 26 weeks of unpaid leave for such purpose during a single 12-month period. During that single 12-month period, FMLA leave taken for other reasons is also counted, and an employee may not exceed the 26-week maximum for all FMLA leave taken regardless of the reason.

Use of Leave:

An employee does not need to use FMLA leave in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the City's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Time Off Benefits for Unpaid Leave:

Employees are required to use paid time off (PTO) benefits while on FMLA leave.¹ Vacation and sick leave benefits will not continue to accrue while an employee is on FMLA leave, but accruals will be re-commenced upon return to work from FMLA leave.

While on leave, PTO benefits must be used in the following order: (1) accrued paid sick leave (if absence is due to a reason for which sick pay benefits may be used); (2) accrued paid vacation; and (3) accrued compensatory time off.

Employee Notice of Need for Leave and Other Responsibilities:

If the need for leave is foreseeable, an employee must provide 30 days advance notice if practicable. If not practicable to give at least 30 days advance notice of the need for foreseeable leave, then the employee must give as much notice as reasonably possible. This normally means providing notice on the same day as or next business day after the employee learns of the need for leave. Notice of the need for foreseeable leave is to be given to the employee's department head.

If the need for leave is unforeseeable, an employee must provide as much notice as practicable. This means the employee must comply with the City's call-in procedures. In addition, the employee must notify his/her department head of absences that are unforeseeable.

When notifying the City of the need for FMLA leave or an FMLA absence, an employee must provide sufficient information for the City to determine if the leave might qualify as FMLA leave or an FMLA absence. The employee must also provide the anticipated timing and duration of the leave of absence. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Calling in "ill" or "sick" is not enough. Employees also must inform the City if the requested leave is for a reason for which FMLA leave was previously taken or certified. If so, the employee must specifically mention the "FMLA" or state the specific qualifying reason FMLA leave, or the absence is needed.

Certification of Need for Leave:

Employees may be required to provide a certification and periodic recertification supporting the need for leave. Any certification that is submitted must be complete and sufficient and returned within 15 calendar days. The City may also require second and third opinions from health care providers if the leave is for the serious health condition of the employee or a family member. The City may also request authentication and clarification of any medical certification that is submitted by contacting the health care provider.

City Notices and Other Responsibilities:

If an employee requests FMLA leave, the City will notify the employee whether he/she is eligible for such leave the first time during the City's FMLA leave year that the employee requests leave for that particular reason or that specific medical condition. If the employee is eligible, the notice will specify any additional information required (such as a certification of a health care provider) as well as the employee's rights and responsibilities. If the employee is not eligible, the notice

will provide a reason for the ineligibility.

Once the City has received a complete and sufficient certification (if one is required), the employee will receive a designation notice. The notice will either designate the leave as FMLA-protected leave and the amount of leave counted against the employee's FMLA leave entitlement (if it can be calculated) or will advise the employee that the leave is not FMLA-protected.

Benefits and Protections While on Leave:

While on FMLA leave, the City will maintain the employee's health coverage under the City's group health plan on the same terms as if the employee had continued to work. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Permissible and Prohibited Activities While on Leave:

As a general rule, an employee who is on an approved leave of absence is expected to engage in only those activities that are necessary for, consistent with, and appropriate for the purpose of the leave, and the employee is not permitted to engage in any other activities. An employee is also prohibited from working elsewhere or engaging in self-employment while on leave (including working any additional job the employee was working while also working for the City prior to taking leave), without the City's advance written consent.

Return to Work:

If an employee was on leave for his/her own serious health condition, he/she must provide a fitness-for duty certification upon return to work. Upon return from FMLA leave, an employee will normally be restored to his/her original or an equivalent position with equivalent pay, benefits, and other employment terms. However, an employee has no greater rights to job restoration than if the employee had not taken FMLA leave.

Unlawful Acts by Employers:

FMLA makes it unlawful for any employer to: (a) interfere with, restrain, or deny the exercise of any right provided under FMLA; and (b) discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement:

If an employer violates the FMLA, an employee may file a complaint with the U. S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights. An employee may obtain additional information from the U. S. Department of Labor by calling 1-866-4US-WAGE (1-866-487-9243 or TTY: 1-877-889- 5627) or at the following website: www.wagehour.dol.gov.

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 with the City of Broken Bow. 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.

- A. It is the employee's responsibility to follow the provisions of this policy.
- B. It is the employee's responsibility to notify the City Administrator if he/she wishes to continue insurance during the leave of absence.
- C. Any questions concerning this policy should be addressed to the City Administrator.

The employee requesting parenting leave must complete and submit a Leave of Absence Request to the City Administrator on a form provided by the City 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, a medical statement, provided by the City, must be completed by the attending physician of the birth mother, and accompany the request for parenting leave. The thirty (30) day notice may be waived or reduced by the City 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, 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 Leave of Absence request 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 Leave of Absence Report.

Public Service Leave

The City Administrator shall be charged with authorizing appropriate leave when requested for the purpose of public service. The City Administrator shall have the authority to authorize such leave upon review of a leave request form. A leave request form must be provided to the City Administrator at least seven (7) days prior to the event. This form will detail the times, dates, and nature of the public/community service work to be done.

Public service shall generally be defined as service to a non-political/not-for-profit community organization without compensation beyond that of meals provided during the events being

attended. Travel to and from events as well as temporary specialty equipment required for said service shall not be considered compensation.

Prizes gained from drawings, raffles, and other general fundraising functions associated with such events shall not be considered compensation.

No part of this policy shall have effect of or have authority over any involvement with any organization before or after the times requested for leave. Time authorized for the purpose of non-mandated community service shall not be charged to the employee's accrued leave in so long as leaved is authorized by the City Administrator.

The City Administrator shall have authority to authorize up to, but not to exceed 24 hours of public service leave time per fiscal year.

Snow Days

If the Mayor calls a snow day, then all employees that come to work will be paid their regular wages for that day. Employees that don't come in to work may use either vacation or compensatory time, but no sick time may be used without the City Administrator's consent. An employee may also take the day as an unpaid day.

Fitness Membership

The City of Broken Bow provides each full-time Employee with a membership to the Melham Wellness Center of Broken Bow. This is an individual fitness membership only; additional family members can join at the membership rate.

SECTION 5 – GENERAL INFORMATION

Code of Ethics

- Employees shall not hold financial interests that conflict with the performance of their official duties.
- Employees shall not use public office for private gain.
- Employees shall not engage in financial transactions using non-public governmental information or allow the improper use of such information to further any private interest.
- Employees shall not, except as may be otherwise provided by regulation, solicit or accept any gift or other item of monetary value from any person or entity seeking official action from, doing business with, or conducting activities regulated by the employee's department, or whose interests may be substantially affected by the performance or non-performance of the employee's duties.
- Employees are expected to disclose waste, fraud and corruption to the City Administrator or Mayor.
- Employees shall act impartially and not give preferential treatment to any organization or individual.

- Employees shall protect and preserve City property and it shall only be used for authorized purposes.
- Employees are expected to be courteous, efficient and businesslike as they serve as representatives of the City.
- All agreements between the City and citizens, for services, projects, etc. shall be in writing.

Personal Conduct

All employees of the City of Broken Bow shall treat all citizens with prompt courteous attention in a manner so as to be a credit to the City. All employees must be just in all relations with fellow employees. They 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.

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 the matter with the City Administrator.

Appearance/Work Attire/Uniforms

Clothing on the job must be in good taste, clean, neat, and reflect the requirements of the working conditions. A neat, well-groomed appearance is important to assure professionalism and competence in the workplace. The responsibility for determination of what is appropriate for a department will be made by the Department Director.

First and foremost, common sense and safety must apply. Employees who are required to work in the outside elements should dress appropriately for their own protection. However, the clothing should be clean and well maintained.

If an employee wears a uniform, the uniform should be worn properly and kept well maintained. The uniform identifies them as a City of Broken Bow employee and proper care of the uniform reflects favorably on them and the City. Uniforms should never be worn after working hours in public where alcohol is served.

OFFICE/CLERICAL/RECEPTION:

Examples of appropriate dress for male employees include:

- Suits, sport coats, dress or casual slacks, dress shirts, polos, ties, and sweaters.
- Ties are not required on a daily basis. Ties should be worn when the employee is meeting with representatives from other companies, dignitaries, or for any other formal dress purpose.
- Footwear should be in good repair and polished. Dress, casual, or cowboy boots are acceptable.
- Hair should be clean and well kept. Facial hair should be neatly trimmed.
- Hats shall not be worn on office/clerical/reception employees.

Examples of appropriate dress for female employees include:

- Dresses, skirts, casual or dress slacks, colored jeans, sweaters, blouses, polos, and jackets.
- Dresses, skirts, dressy or business capris may not be above the knee.
- Casual or dress shoes should be kept clean and well maintained.
- Footwear should be in good repair and clean.
- Hair should be clean and well kept.

Examples of Inappropriate Dress include:

- Jerseys, shorts, sweat suits, sweatshirts with hoods, leggings, mini-skirts, halter styled tops or dresses, tube tops, tops with spaghetti straps, exceptionally tight, low-cut or revealing clothing are not appropriate for the workplace.
- Accessories, footwear, and cosmetics should be worn conservatively,
- Body piercing other than traditional earrings should not be visible while at work.

Exceptions - Fieldwork

- If approved by the Department Director, employees who are required to work out-of-doors during the summer months are allowed to wear shorts (clean and in good taste) appropriate t-shirts (along with their City identification) or t-shirt bearing the City of Broken Bow logo.
- Employees who are required to work out-of-doors during the winter months should wear appropriate footwear, including boots, and/or overshoes.

Casual Day Wear:

Friday is designated as a day that employees can dress in casual attire.

- Jeans and capris (denim or other colored) that are clean, not-faded, stained, torn, ripped, or frayed may be worn on Casual Fridays with sweaters, jackets, or City of Broken Bow logo attire.
- Holiday/seasonal sweatshirts/shirts or team wear sweatshirts/shirts will be allowed on certain casual days as approved by the City Administrator.

For employees wearing uniforms, the departments will follow the general guidelines set by the supervisor. The City will budget funds to provide and replace uniforms as needed.

Police Department: When a Police Officer is hired for the Broken Bow Police Department, the department purchases the following: Shirts, pant, bulletproof vest, duty belt, jacket, coat, work boots, badges, patches, uniform brass, and nametags.

Street Department: When a Street employee is hired, the Street Department provides them 5 short and long-sleeved T-shirts and a Hooded Sweatshirt in either safety orange or hi-vis yellow/green. Also, the department will reimburse each employee \$300 annually for boots once employee is removed from probationary status.

Water/Sewer Department: When a Water and Wastewater Operator is hired, the Water and Wastewater Department provides them with 5 traffic safety shirts and a Hooded Sweatshirt. Also, the department will reimburse each employee \$300 annually for boots once employee is removed from probationary status.

Electric Department: When a Lineman or Grounds man is hired to work for the Broken Bow Utility Company, they are given 5 Fire Retardant shirts, their choice of style. Also purchased is at least one shirt a year for each employee to replace degraded shirts. The money for these items is taken from the safety line item in the electrical budget. In the past there have been extra shirts purchased for the newest employees and the others if they wished when the budget allowed. Also, the department will reimburse each employee \$300 annually for boots once employee is removed from probationary status.

The City of Broken Bow will provide baseball style caps, jackets, coats and shirts displaying the city logo. Uniforms provided to each employee will remain as City property and must be returned when employment terminates with the City. Uniform shirts will be limited to 5 per year per employee. Jackets/coats limited to 1 per employee every other year and caps on an as needed basis. Uniforms must be kept in neat/clean condition. Shirts/coats/jackets with holes, discoloration or any other unsatisfactory condition should be turned in to be replaced.

All uniforms and clothing that display the City name must be approved by the City Administrator before purchase. Department Directors and Supervisors are responsible for ensuring that staff meets the dress code as stipulated. Staff wearing inappropriate clothing will be required to leave work and change into appropriate attire without compensation.

Safety and Health

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

The City of Broken Bow'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 healthy working conditions and to adhere to proper operating practices and procedures designed to prevent injuries and illnesses. The City shall maintain an operational safety committee according to the guidelines described in the City's contract with the Union.

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

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

8. 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 accept part-time jobs outside municipal employment if there is no conflict in working hours; if the other job does not create a financial conflict of interest with their employment; if working efficiency in the job is not reduced; and if the job does not create any other conflict with their City employment. Outside employment must be approved by Immediate Supervisor and City Administrator.

Use and Operation of City Motor Vehicles and Equipment

The use of a City-owned vehicle for personal use is prohibited. Department Heads and employees on call are allowed to take City vehicles home over the lunch hour.

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. Record mileage/unit description and sign fuel tickets or receipts prior to turning into Accounts Payable.

Smoking is not allowed at any time in City vehicles or equipment. Seat belts are to be used at all times while operating a City-owned vehicle. All passengers in City owned vehicles are required to wear a safety belt. It is the responsibility of the driver to ensure that all passengers wear safety belts. Failure to follow this policy may result in disciplinary action.

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

If any employee has an accident with a City-owned vehicle or equipment, 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 department head and the City Administrator immediately. All traffic violations are the personal responsibility of the operator. Post-Accident drug testing is mandatory. Excessive violations involving operation of City vehicles may result in dismissal.

All City vehicles and equipment are subject to inspection by the Mayor, City Administrator, or supervisor at any time. Any employee who doesn't keep his or her City vehicles and/or equipment maintained and clean will be subject to the City's disciplinary policy.

Any City employee found responsible for damage to or loss of City property through carelessness, negligence or abuse may receive disciplinary action and may be required to reimburse the City for such damage or loss. Under no circumstances will any City equipment or property be rented or used by an employee for personal use or financial gain. Equipment may be used by local contractors at the discretion of the department head and provided that a copy of the contractor's liability insurance is on file with the City Clerk.

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 Mayoral 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 rate being paid by the State of Nebraska for personal vehicular use.

Tobacco Use

Smoking, e-cigarettes, and chewing tobacco are not permitted in any City building or vehicle owned, leased, used, or otherwise occupied for City purposes within the City of Broken Bow. Smoking, e-cigarettes, and chewing tobacco are also prohibited in all work areas where nonsmokers and/or sensitive equipment may be subject to the effects of smoke or tobacco. Smoke, e-cigarettes, and chewing tobacco breaks are confined to the affected employee's lunch period or rest break. If you do chew tobacco, use e-cigarettes, or smoke cigarettes, please be considerate of others and discard appropriately.

Computers

All data entered on the City's computers is considered the property of the City. No employee should knowingly enter false or misleading information in the City's computer system or destroy any data that the City of Broken Bow needs to conduct its business. Unauthorized access to a computer or computer system or knowingly destroying a computer, computer system, or computer software is specifically prohibited. Violators will be prosecuted to the fullest extent allowed by civil or criminal law.

Please realize that for various reasons, the City of Broken Bow will access your equipment. As a result, employees should not save any personal items, even during non-working time, if you do not want the City to have access to the personal information. Also, unauthorized access to a computer or computer system, or knowingly destroying a computer, computer system, computer software, or computer program, is specifically prohibited. Violators will be prosecuted to the fullest extent allowed by civil or criminal law. Failure to follow this policy may result in disciplinary action.

Be aware work e-mails might be subject to open records laws and this includes use of work email accounts on mobile devices. Therefore, your work e-mail should not be used for personal use.

Office Use of the Internet

Use of the Internet is to be limited to business use, except employees may access the Internet for personal reasons during nonworking time. Pornographic or other offensive sites however cannot be viewed at any time. In addition, the City of Broken Bow prohibits the downloading of or installation of any application software from the Internet onto the City of Broken Bow computers at any time without approval of department head. This software could contain embedded viruses or be incompatible with the computer operations. Please realize that the City does monitor Internet use.

All employees are also prohibited from participating in any Web-based surveys or subscribing to any subscription services over the Internet unless they have the written authorization of their Department Head. Failure to follow this policy may result in disciplinary action.

Electronic Communications and Computer Use

The City provides email, voice mail, Internet access, telephone service, and computer equipment for use in conducting City business. All such equipment and systems are City

property and should be used primarily for business purposes. They may be used for appropriate personal reasons on an occasional basis only during non-working time and as long as such use does not result in added expense to the City, unless otherwise permitted under this policy. Because such property and systems are City property, the City has the right to and will monitor the use of such property from time to time. Therefore, no employee should have any expectation of privacy in his/her use of such property, or any files, data, or information transmitted with, placed or stored on, or otherwise communicated using such equipment and systems. The following will clarify the types of equipment and services contemplated by this policy. Failure to follow this policy may result in disciplinary action.

SOCIAL MEDIA POLICY

Policy/Purpose

It is the policy of the City of Broken Bow, Nebraska, that the City may use social media and social network sites to further enhance communications with various stakeholder organizations and individual citizens in support of City goals and objectives. City employees and officials have the ability to publish articles, facilitate discussions, and communicate information through various media related to conducting City business. Social media facilitates further discussion of City issues, operations, and services by providing members of the public the opportunity to participate in many ways using the Internet.

Definitions

Social Media and Social Networking: Both terms are used to refer to social Internet sites or website wherein information is created, exchanged, or provided by/to third parties and individuals. Examples of social media include Facebook, Blogs, YouTube, TikTok, Twitter, LinkedIn, Delicious, and Flickr.

City of Broken Bow author: An authorized City of Broken Bow employee or official that creates and is responsible for posted articles and information on social media sites.

Article: An original posting of content to a City of Broken Bow social media site by a City of Broken Bow author.

Commenter: A City of Broken Bow employee or official or a member of the public who submits a comment for posting in response to the content of a particular City of Broken Bow article or social media content.

Comment: A response to a City of Broken Bow article or social media content submitted by a commenter.

City of Broken Bow moderator: An authorized City of Broken Bow official, who reviews, authorizes, and allows content submitted by City of Broken Bow authors and public commenters to be posted to a City of Broken Bow social media site.

General Provisions

(a) All City of Broken Bow social media sites shall be (1) approved by the City Council and the requesting Department Head; (2) published using approved City social networking platform and tools; and (3) administered by the City Administrator or his/her designee. Designees can be any City employee or official designated by the City Administrator that has a complete understanding of this policy and has appropriate content and technical experience.

(b) All City of Broken Bow social networking sites and entries shall adhere to applicable state, federal and local laws, regulations, and policies including all Information Technology and

Records Management City policies and other applicable policies.

(c) Nebraska Public Records Law and e-discovery laws and policies apply to social media content and therefore content must be able to be managed, stored, and retrieved to comply with these laws.

(d) All social network sites and entries shall clearly indicate that any articles and any other content posted or submitted for posting are subject to public disclosure.

(e) Content submitted for posting that is deemed not suitable for posting by a City of Broken Bow social networking moderator because it is not topically related to the particular social networking site objective being commented upon, or is deemed prohibited content, shall be retained pursuant to the records retention schedule along with a description of the reason the specific content is deemed not suitable for posting.

(f) The City reserves the right to restrict or remove any content that is deemed in violation of this policy or any applicable law.

(g) Each City of Broken Bow social networking site shall include an introductory statement which clearly specifies the purpose and topical scope of the blog and social network site. Where possible, social networking sites should link back to the official City of Broken Bow internet site for forms, documents, and other information.

(h) City of Broken Bow social networking content and comments containing any of the following forms of content shall not be allowed for posting:

- (1) Comments not topically related to the particular site or blog article being commented upon;
- (2) Profane language or content;
- (3) Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability or sexual orientation;
- (4) Sexual content or links to sexual content;
- (5) Solicitations of commerce;
- (6) Conduct or encouragement of illegal activity;
- (7) Information that may tend to compromise the safety or security of the public or public systems; or
- (8) Content that violates a legal ownership interest of any other party.

(i) All City social networking moderators shall be trained regarding the terms of this City of Broken Bow policy, including their responsibilities to review content submitted for posting to ensure compliance with the policy.

(j) All social networking sites shall clearly indicate they are maintained by the City of Broken Bow and shall have City of Broken Bow contact information prominently displayed.

(k) Where appropriate, IT security policies shall apply to all social networking sites and articles.

(l) Employees representing the City government via social media outlets must conduct themselves at all times as a representative of the City and in accordance with all provisions of this Manual.

(m) Employees found in violation of this policy will be subject to the City's disciplinary policy.

Employee Guidelines for Participating in Social Networking

The City of Broken Bow understands that social networking and Internet services have become a common form of communication in the workplace and among stakeholders and citizens. Social networks are online communities of people or organizations that share interests and/or activities and use a wide variety of Internet technology to make the interaction a rich and robust experience. Employees that choose to participate in social networks while a City employee

should adhere to the following guidelines:

(a) City policies, rules, regulations, and standards of conduct apply to employees that engage in social networking activities while conducting City business. Use of your City e-mail address and communicating in your official capacity will constitute conducting City business.

(b) Employees who participate in social media outlets on or off-duty are subject to the same standards for such communications as set forth elsewhere in this Manual.

(c) Although minimal personal computer usage is allowed during the workday, participating in non-work-related social media outlets while on duty impacts productivity and causes performance issues and therefore is prohibited.

(d) City employees shall notify the City Council, supervising Department Head, and the City Administrator if they intend to create a social networking site or service to conduct City business.

(e) Departments have the option of allowing employees to participate in existing social networking sites as part of their job duties. Department Heads may allow or disallow employee participation in any social networking activities in their Departments.

(f) Confidential or proprietary information or similar information of third parties who have shared such information with the City of Broken Bow should not be shared on social media outlets.

(g) Employees shall follow all copyright laws, public records laws, retention laws, fair use and financial disclosure laws and any other laws that might apply to the City or their Department.

(h) Employees shall not cite vendors, suppliers, clients, citizens, co-workers, or other stakeholders without their approval.

(i) When participating in social networking sites not related to City business, an employee shall make it clear that they are not speaking on behalf of the City of Broken Bow but speaking in their capacity as a private citizen. If an employee publishes content on any website outside of the City of Broken Bow and it has something to do with the employee's employment at the City or subjects associated with the City, the employee shall use a disclaimer such as: "The postings on this site are my own and don't necessarily represent the City's positions or opinions." It should be noted however that a disclaimer will not prevent an employee from being disciplined if their communication has the effect of violating any City policy.

(j) Employees shall not use ethnic slurs, profanity, personal insults, or engage in any conduct that would not be acceptable in the City's workplace. Employees shall further not use social media in violation of City's workplace harassment policy.

(k) If an employee identifies oneself as a City employee, the employee shall ensure that their profile and related content is consistent with City of Broken Bow performance and conduct standards regarding how to present one's self to colleagues, citizens, and other stakeholders.

(l) When speaking on behalf of the City, employee comments should add value to the City of Broken Bow and interaction should provide worthwhile information and perspective.

(m) While the City of Broken Bow encourages its employees to enjoy and make good use of their off-duty time, City employees may be subject to discipline if their activities on or off duty have the effect of disrupting the functioning or efficiency of the workplace. Activities which are considered disruptive include, but are not limited to, harassing, demeaning, or creating a hostile working environment for any official or employee; disrupting the smooth and orderly flow of work within the City; or disrupting working relationships. In addition, employees are subject to discipline for inappropriate activities, on or off duty, if they are acting pursuant to their official duties, or if they engage in inappropriate conduct or speech on private employment matters.

(n) Violations of these employee guidelines shall subject employee to the City's disciplinary policy.

Telephone Usage

All telephone calls to the City Office must be answered promptly and courteously. If a message is taken, it 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. Any personal use of City telephones must not result in added expense to the City. Failure to follow this policy may result in disciplinary action.

Personal Cellular Phones and Text Messaging

Cellular phones have become a common personal convenience to many employees. However, such convenience should not interrupt your work for the City. Therefore, except in emergency or work-related situations, employees are not to make or receive calls or make or receive text messages on their cell phones during working time. You, of course, may use your cell phones during breaks and lunch periods. Failure to follow this policy may result in disciplinary action.

In addition, use of a cell phone or other electronic device while driving is dangerous and specifically prohibited while on working time. You are also prohibited from using a cell phone or electronic device at any time while driving a City vehicle. If you must make an emergency communication while driving, you should normally pull to the side of the road and stop before making the call, texting, or otherwise using the device.

This issue shall be addressed and controlled by the department heads.

Employee Development

Appropriate training programs for City employees may be established so that City services may be more effective and efficient. Such training programs may include informal courses, seminars, workshops, and other training. Employees are encouraged to develop and further their job skills and personal potential by participation in available training programs.

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 and Expenses

Travel for city employees to conferences, workshops, training, or other official city business matters is at the discretion of the City Administrator and/or Mayor. 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 Finance Director will have these rates available for your review before you travel.

At the City Administrator's and/or 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 receipts must be submitted to the 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 Personnel Vehicle Used for City Policy).

The City will reimburse an employee for expenses incurred for travel, food, lodging, training, conferences, and other meetings. Reimbursement for lodging, meals and other related expenses will be paid according to the guidelines or appropriate per Diem expenses adopted by the City.

Travel time: Employees shall be paid in accordance with the rate and schedules set forth herein for all time spent traveling from headquarters to job, job to job, and from job to headquarters. Headquarters means the regularly established reporting place.

Regarding payment of expenses for employees attending approved training and/or educational function or meetings:

Hotel/motel and meal charges shall be paid by the City for each employee when overnight lodging is required by the nature of the meeting or function, or appropriate per diem as set by the City Council.

Per Diem – City of Broken Bow

Policy Number:	2011-1
Policy Name:	Per Diem Policy
Original Date of Adoption:	09/12/2011
Date of this Revision:	05/14/2015
	Department: All
	Revision No: 1

Policy:

Employees or officials traveling outside the City shall be reimbursed for meals up to the limit on a per diem basis as set by the Internal Revenue Service. A per diem will not be paid for meals provided at the function attended. If the event being attended provides a lunch and/or dinner, a per diem will not be paid for those meals. Employees are required to disclose the meals being provided at any event.

All training and travel and/or training event shall be authorized by the respective Department Head, Superintendent, City Administrator, or the Mayor.

Receipts for all purchases must be retained and provided to the City Clerk upon return. Receipts must be itemized and contain a description of the purchase. If no such receipt is available, a written description will be provided by the employee.

All receipts shall be attached to a description of the event attended, name of event, dates of attendance, and location. Any additional information or special circumstances shall be documented on the attached documentation.

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 shall not have any interest, financial or otherwise, direct, or indirect, or engage in any business or transaction or professional activity or incur any obligation of any nature which is in conflict with the proper discharge of their duties in the public interest.

An employee is prohibited from using or attempting to use their official position to secure unwarranted privileges or exemptions for themselves or others.

Employees shall not give the impression that any person can improperly influence them in the performance of their official duties, or that they are improperly affected by the kinship rank, position or influence of any party or person.

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 his or her 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 summary of the benefit programs that are sponsored by the City of Broken Bow 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 control.

Health, Life, Vision, and Dental Insurance Coverage

Health insurance benefits are available for *permanent, full-time* employees beginning on the first day of employment. Additional coverage beyond health insurance is available for full-time employees, including Dental Insurance, Vision Insurance, and \$18,000 of Group Life, Accidental Death & Dismemberment Insurance, with the City paying the full premium for this coverage. Family Health, Dental, Vision, and Life Insurance coverage is available through the City, with all additional costs beyond individual coverage being paid by employee. There are conditions for coverage and not all employees of the city are eligible to receive such insurance. To determine whether you are eligible to receive such insurance benefits, please request a copy of the various insurance policies from the City Finance Director. The employee also has the option of purchasing supplemental insurance under the American

Family Life Assurance Company (AFLAC) program. The premiums for Aflac policies will be taken out of the employee's paycheck. The 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.

Continuation Coverage Rights Under COBRA

INTRODUCTION

You are receiving this notice because you may have become covered under City of Broken Bow Employee Benefit Plan (the Plan). This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you and to other members of your family who are covered under the Plan when you would otherwise lose your group health coverage. This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it. This notice gives only a summary of your COBRA continuation coverage rights. For more information about your rights and obligations under the Plan and under federal law, you should either review the Plan's Summary Plan Description or get a copy of the Plan Document from the Plan Administrator.

The Plan Administrator is Broken Bow City Clerk. COBRA continuation coverage for the Plan is administered by Regional Care, Inc., 905 West 27th Street, Scottsbluff, Nebraska 69361, (308) 635-2260 or 1-800-795-7772.

COBRA CONTINUATION COVERAGE

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." Specific qualifying events are listed later in this notice. COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." A qualified beneficiary is someone who will lose coverage under the Plan because of a qualifying event. Depending on the type of qualifying event, Employees, spouses of Employees, and dependent children of Employees may be qualified beneficiaries. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

If you are an Employee, you will become a qualified beneficiary if you lose your coverage under the Plan because either one of the following qualifying events happens:

1. Your hours of employment are reduced, or
2. Your employment ends for any reason other than your gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because any of the following qualifying events happens:

1. Your spouse dies;
2. Your spouse's hours of employment are reduced;
3. Your spouse's employment ends for any reason other than his or her gross misconduct;
4. Your spouse becomes enrolled in Medicare (Part A, Part B, or both); or
5. You become divorced or legally separated from your spouse. If an employee cancels coverage for his or her spouse in anticipation of a divorce (or legal separation,) and a divorce (or legal separation) will be considered a qualifying event even though the ex-spouse lost coverage earlier. If the ex-spouse notifies the COBRA Plan Administrator

within 60 days of the decree of dissolution of marriage date and can establish that the employee canceled the coverage earlier in anticipation of the divorce (or legal separation), then COBRA coverage may be available for the period after the divorce (or legal separation).

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because any of the following qualifying events happens:

1. The parent-employee dies;
2. The parent-employee's hours of employment are reduced;
3. The parent-employee's employment ends for any reason other than his or her gross misconduct;
4. The parent-employee becomes enrolled in Medicare (Part A, Part B, or both);
5. The parents become divorced or legally separated; or
6. The child stops being eligible for coverage under the Plan as a "dependent child."

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, or enrollment of the employee in Medicare (Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event (1) within 30 days of any of these events or (2) within 30 days following the date coverage ends.

For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator. The Plan requires you to notify the Plan Administrator within 60 days after the qualifying event occurs. You must send this notice to the COBRA Administrator.

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. For each qualified beneficiary who elects COBRA continuation coverage, COBRA continuation coverage will begin (1) on the date of the qualifying event or (2) on the date that Plan coverage would otherwise have been lost.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, enrollment of the employee in Medicare (Part A, Part B, or both), your divorce or legal separation, or a dependent child losing eligibility as a dependent child, COBRA continuation coverage lasts for up to 36 months.

When the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage lasts for up to 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

DISABILITY EXTENSION OF 18-MONTH PERIOD OF CONTINUATION COVERAGE

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled at any time during the first 60 days of COBRA continuation coverage and you notify the Plan Administrator in a timely fashion, you and your entire family can receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. You must make sure that the Plan Administrator is notified of the Social Security Administration's determination within 60 days of the date of the determination and

before the end of the 18-month period of COBRA continuation coverage. This notice should be sent to the Plan Sponsor.

SECOND QUALIFYING EVENT EXTENSION OF 18-MONTH PERIOD OF CONTINUATION COVERAGE

If your family experiences another qualifying event while receiving COBRA continuation coverage, the spouse and dependent children in your family can get additional months of COBRA continuation coverage, up to a maximum of 36 months. This extension is available to the spouse and dependent children if the former employee dies, enrolls in Medicare (Part A, Part B, or both), or gets divorced or legally separated. The extension is also available to a dependent child when that child stops being eligible under the Plan as a dependent child. In all of these cases, you must make sure that the Plan Administrator is notified of the second qualifying event within 60 days of the second qualifying event. This notice must be sent to the Plan Sponsor.

IF YOU HAVE QUESTIONS

If you have questions about your COBRA continuation coverage, you should contact the Plan Sponsor, or you may contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA). Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's website at www.dol.gov/ebsa.

KEEP YOUR PLAN ADMINISTRATOR INFORMED OF ADDRESS CHANGES

In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

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 his/her 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/On the Job Accidents

Every employee is covered for work-related injuries in accordance with Nebraska law. Inform your supervisor immediately if any injury occurs; no matter how minor the injury may seem, the employee should report such injuries immediately.

This insurance is paid entirely by the City of Broken Bow 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 his/her employment.

If an employee is injured and unable to work, he/she must fill out an Accident Form and return it to the City Administrator by the end of the day. If an employee is required to miss work because of the accident, he/she can use sick leave until it is exhausted, and then vacation leave for the days that the employee is unable to attend work. The employee may also take the time unpaid. If the employee receives payment from the worker's compensation plan, he/she shall keep the payment. The payment shall not be turned in to the City so that sick leave or vacation leave can be replenished.

Pension Plan

The City has established a retirement plan to help provide you a monthly income during your retirement years. You may begin participating in the plan after completing one year of service with the City. The vesting or ownership of the City's contribution period consists of 20% after one (1) year of service, 40% after two (2) years of service, 60% after three (3) years of service, 80% after four (4) years of service and 100% after five (5) years of service.

The Appointed Officials of the City will be 100% vested in half of the Mayor's term or after (2) two years of Appointed service.

The administrative portion of this plan is paid by the City, and the contribution by the employee is matched by the City. The contribution rates are Employer = 6% and Employee = 6%. The Financial Director can answer your questions concerning this retirement plan.

SECTION 7 – RULES AND OPERATING POLICIES

Grievances

Any employee not agreeing with the disciplinary action shall have the right to use the grievance procedure found in Article 8 of the IBEW contract, unless the employee is not covered by the IBEW union contract. Below is the procedure for the employees not covered by the IBEW union contract.

Definition of Grievance

Grievance, as defined in these procedures, is a claim of an employee which is limited to matters concerning the application, meaning or interpretation of these rules. It is the intent of the City to provide fair and efficient means to receive, investigate and resolve employee grievances and complaints. Every employee shall discuss informally any grievance with his/her supervisor without prejudice to him/her. If the employee is not satisfied, he/she is provided with the means to pursue the grievance.

Processing of Grievance

Any grievance, submitted under the provisions of this section may be presented and processed individually by the employee or a representative of the employee's choice.

In matters dealing with alleged violations in those areas over which a Department Administrator has no authority to grant the appropriate relief, and in all cases in which the decision being grieved is a decision which was made by the Mayor, the grievance shall be initiated at the Final Step. The time limits for filing a grievance at the Final Step shall be the same as the time limits for filing at the Second Step.

Grievance

In reducing a grievance to writing, the following information must be stated with reasonable

clearness: the nature of the grievance, the act or acts of commission or omission, the date of the act or acts, the identity of the party or parties who claim to be aggrieved, the identity of the party or parties alleged to have caused the grievance, the provisions of this manual which are alleged to have been violated, and the remedy sought.

Definition of Days

The term "days" as used in this Article shall mean calendar days except where otherwise specified.

Employee Grievance

The following procedure shall be used in the submission of a grievance, as defined below.

The aggrieved employee shall first submit his/her grievance in writing to his/her Department Administrator within ten (10) calendar days from the date on which the employee becomes aware of such grievance. The Department Administrator shall attempt to adjust the matter and shall respond in writing within twenty-one (21) calendar days from its presentation.

If satisfactory settlement is not reached in Step 1, the employee may, within ten (10) calendar days from the date of the Department Administrator's written response, request further review by the City Administrator. The City Administrator or designee shall meet with the aggrieved employee or designee within fifteen (15) calendar days of the employee's request in an attempt to settle the grievance. The City Administrator shall make his/her determination within twenty-one (21) calendar days of receipt of the written grievance.

If satisfactory settlement is not reached in Step 2, the employee may, within ten (10) calendar days from the date of the Department Administrator's written response, request further review by the Mayor. The Mayor or designee shall meet with the aggrieved employee or designee within fifteen (15) calendar days of the employee's request in an attempt to settle the grievance. The Mayor shall make a determination within twenty-one (21) calendar days of receipt of the written grievance.

If satisfactory settlement is not reached in Step 3, the employee may, within ten (10) calendar days from the date of the Mayor's written response, request a hearing before the City Council.

Time Limits

Any time limitation provided herein may be waived or extended in writing by mutual agreement of the parties involved. Any grievance not processed within the time limitations provided herein shall constitute a withdrawal of the same. If the Department Administrator shall fail to process a grievance within the time limitations provided in this Article, the grievance shall be solved based on the employee's requested remedy.

Judicial Relief

Nothing contained herein shall deprive an employee of the right to present grievance issues to courts of competent jurisdiction at any time.

Disciplinary Action

Disciplinary action may be imposed on an employee for cause and shall be reasonable, fair and commensurate with the offense and the past history of the employee. Disciplinary action imposed, other than oral reprimands, may be processed as a grievance through the grievance procedure provided in this manual. These grievance procedures do not apply to probationary employees. Disciplinary actions are not necessarily sequential and shall include but not be

limited to the following:

1. Oral reprimand.
2. Written reprimand.
3. Disciplinary probation.
4. Suspension - With or without pay
5. Step reduction within pay grade.
6. Demotion by grade classification.
7. Termination

Grounds for Discipline

A) It is assumed that all employees of the City will conduct themselves in a manner most socially acceptable and productive to the effort of the City at all times. However, when infractions do occur, it is the policy of the City that its disciplinary procedures be specific and structured so that the type of action involved, and not the individual involved, is the controlling factor in determining the level of discipline required.

B) When changes in employee behavior are required, it is the responsibility of each appointing authority and/or supervisor to take the appropriate corrective and instructional actions promptly, in such a manner as to clearly indicate to the employee both the error involved and the correct or acceptable action(s) necessary. All disciplinary actions should be documented, and a report included in the employee's Personnel file.

C) The following are examples of cause for disciplinary action but are in no way restrictive as to the reasons which may form a valid basis for disciplinary action.

1. Unauthorized removal of City property from City premises or use of City property.
2. Falsification of employment application or other employee reports, records or timecards.
3. Insubordinate conduct or refusal to carry out lawful orders of a superior.
4. Lying or deliberately causing untrue facts to be reported in work performed for the City.
5. Acceptance of gifts or fees of money or other valuable considerations with the intent of influencing the employee in the performance of his official duties.
6. Improper use of authority or official position for personal profit or advantage.
7. Theft of City property or personal property of City employees.
8. Immoral or indecent behavior during working hours.
9. Abuse or willful damage or neglect of City property.
10. Any behavior or conduct likely to create or creating an employee safety hazard.
11. Violations of or refusal to comply with laws and regulations when such conduct impairs the efficiency of the City service or brings it into public disrepute.
12. Courtesy to the public.

13. Intoxication or disorderly conduct while on duty; disgraceful conduct while on or off duty when such behavior threatens public order, safety, health, or public respect for the City service.
14. Fighting on City property.
15. Possession and/or consumption of alcoholic beverages and/or controlled substances on City property except where and when authorized by Council or Mayor.
16. Use of abusive language on City property or during work hours.
17. No employee shall carry or possess any firearms in City Public buildings, City Property, or City vehicles. This section shall not apply to any officer authorized by law of this City or of the State or United States to preserve the peace or to make arrests, or to any person whose employment authorizes the use of said weapon. The City may permit certain weapons in a designated facility for training or educational events.
18. Gambling on City property.
19. Reporting to work in an unfit condition (i.e., drug or alcohol related).
20. Sleeping during working hours.
21. Misuse or removal from the premises without proper authorization of the City, records, employee lists, plans, specifications, designs, and confidential information of any nature whether verbal or written.
22. Conviction of a felony.
23. Neglect of job duties and responsibilities.
24. Absence without proper notification or reason.
25. Falsification of reasons for absence or tardiness.
26. Tardiness of an inordinate nature.
27. Personal items of the employee are stored on City property without the written consent of the Mayor and City Council.

Termination/Resignation

An employee who desires to resign their position with the City in good standing shall provide a written resignation to their Department Head stating the effective date and reason for such action. Notifications shall be provided not less than two weeks prior to the effective date unless otherwise waived by the City Administrator. An employee covered by this vacation policy who leaves the employment of the City shall receive their accumulated vacation time.

Exit Interview

A voluntary 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.

EMPLOYEE ACKNOWLEDGEMENT AND RECEIPT

I have received a copy of the Employee Handbook for the City of Broken Bow ("City") and have either read it or have had it read to me carefully. I understand all of its rules, policies, terms and conditions, and agree to abide by them, realizing that failure to do so may result in disciplinary action, up to and including termination.

I understand and agree that my employment is terminable-at-will, so that both the City and I remain free to choose to end our work relationship, at any time, and for any lawful reason or no reason. Similarly, no City official has the authority to enter into an oral employment contract, and only the City Council, Mayor, or City Administrator can enter into a written employment contract. I understand this handbook supersedes all prior policies and procedures, whether written or unwritten. I further understand that the matters discussed in the employee handbook are subject to change without notice.

I understand the City will monitor my work computer files, internet activity, e-mail messages, and voice mail messages for various reasons. The City may disclose such activity and messages to a third party without my consent when it deems such action necessary. I consent to the City monitoring of my computer files, e-mail transmissions, voice mail messages, and internet activity.

I understand nothing in this handbook in any way creates an express or implied contract of employment between the City and me, but rather is intended to foster a better working atmosphere while the employee/employer's relationship exists.

Date: _____

Employee's Signature: _____

Employee's Name (Printed): _____

Supervisor's Signature: _____

Supervisor's Name (Printed): _____

City of Broken Bow

RESOLUTION NUMBER 2022-18

WHEREAS, the Federal Disaster Mitigation Act of 2000 was signed into law on October 30, 2000, placing new emphasis on state and local mitigation planning for natural hazards and requiring communities to adopt a hazard mitigation action plan to be eligible for pre-disaster and post-disaster federal funding for mitigation purposes; and

WHEREAS, a Multi-Jurisdictional Hazard Mitigation Plan was prepared by the Lower Loup Natural Resources District, with assistance from JEO Consulting Group, Inc. of Lincoln, NE. and,

WHEREAS, the purpose of the mitigation plan was to lessen the effects of disasters by increasing the disaster resistance of the Natural Resources Districts and participating jurisdictions located within the planning boundary by identifying the hazards that affect the City of Broken Bow and prioritize mitigation strategies to reduce potential loss of life and property damage from those hazards, and

WHEREAS, the Nebraska Emergency Management Agency and FEMA reviewed and approved the Lower Loup Natural Resources District Multi-Jurisdictional Hazard Mitigation Plan Update as of June 2, 2022, and

WHEREAS, FEMA regulations require documentation that the plan has been formally adopted by the governing body of the City of Broken Bow in the form of a resolution and further requesting approval of the plan at the Federal Level; and

NOW, THEREFORE, the governing body of the City of Broken Bow does herewith adopt the FEMA approved Lower Loup Natural Resources District Multi-Jurisdictional Hazard Mitigation Plan Update in its entirety; and

PASSED AND APPROVED this 7th day of November, 2022.

Mayor

ATTEST:

Do not recreate or revise this document. Revisions and recreations will not be accepted. Failure to complete and return the necessary documents per instructions will result in your municipality not receiving an Incentive Payment for Calendar Year 2022. Documents include the original Signing Resolution, Year-End Certification(s), and a copy of documentation of the appointment(s) of the City Street Superintendent(s). These must be received at the NDOT by December 31, 2022.

RESOLUTION
SIGNING OF THE
YEAR-END CERTIFICATION OF CITY STREET SUPERINTENDENT
2022

Resolution No. 2022-19

Whereas: State of Nebraska Statutes, sections 39-2302, and 39-2511 through 39-2515 details the requirements that must be met in order for a municipality to qualify for an annual Incentive Payment; and

Whereas: The State of Nebraska Department of Transportation (NDOT) requires that each incorporated municipality must annually certify (by December 31st of each year) the appointment(s) of the City Street Superintendent(s) to the NDOT using the Year-End Certification of City Street Superintendent form; and

Whereas: The NDOT requires that each certification shall also include a copy of the documentation of the city street superintendent's appointment, i.e., meeting minutes; showing the appointment of the City Street Superintendent by their name as it appears on their License (if applicable), their License Number (if applicable), and Class of License (if applicable), and type of appointment, i.e., employed, contract (consultant, or interlocal agreement with another incorporated municipality and/or county), and the beginning date of the appointment; and

Whereas: The NDOT also requires that such Year-End Certification of City Street Superintendent form shall be signed by the Mayor or Village Board Chairperson and shall include a copy a resolution of the governing body authorizing the signing of the Year-End Certification of City Street Superintendent form by the Mayor or Village Board Chairperson.

Be it resolved that the Mayor Village Board Chairperson of the City of Broken Bow
(Check one box) (Print Name of Municipality)
is hereby authorized to sign the attached Year-End Certification of City Street Superintendent completed form(s).

Adopted this 7th day of November, 2022 at Broken Bow, Nebraska.
(Date) (Month)

City Council/Village Board Members

City Council/Village Board Member _____
Moved the adoption of said resolution
Member _____ Seconded the Motion
Roll Call _____ Yes _____ No _____ Abstained _____ Absent
Resolution adopted, signed, and billed as adopted.

Attest:

(Signature of Clerk)

Do not recreate or revise this document. Revisions and recreations will not be accepted. Copying this form is acceptable; see (3) below. **Failure to complete and return the necessary documents per instructions will result in your municipality not receiving an Incentive Payment for Calendar Year 2022.** Documents include the **original** Signing Resolution, Year-End Certification(s), and a copy of documentation of the appointment(s) of the City Street Superintendent(s). These must be received at the NDOT **by December 31, 2022.**

Year-End Certification of City Street Superintendent For Determining Incentive Payment in Calendar Year 2022

Separate forms may be needed to account for the entire year, see (3) below

This Form Covers the Following Period: _____, 2022 to _____, 2022
(Month) (Day) (Month) (Day)

***(1)(a)** The municipality of _____ certifies that: _____
(Print name of City or Village) (Print name of Superintendent as it appears on license card if applicable)

was the appointed City Street Superintendent during the above period. **IF A NAME IS NOT ENTERED ABOVE (NO APPOINTED CITY STREET SUPERINTENDENT FOR THIS PERIOD), SKIP TO (2) BELOW.**

(b) the superintending services of the above listed individual were provided by: (Check one box)

Employment with this Municipality Contract (consultant) with this Municipality Contract (interlocal agreement) between this Municipality and the following listed Municipality(ies) and/or County(ies)
_____, _____

(c) and the above listed individual **assisted** in the following: *Reference Neb. Rev. Stat. §39-2512*

1. Developing and annually updating a long-range plan based on needs and coordinated with adjacent local governmental units,
2. Developing an annual program for design, construction, and maintenance,
3. Developing an annual budget based on programmed projects and activities,
4. Submitting such plans, programs, and budgets to the local governing body for approval; and
5. Implementing the capital improvements and maintenance activities provided in the approved plans, programs, and budgets,

(d) the above listed individual also served as (Check all boxes that apply) city engineer village engineer
 public works director city manager city administrator street commissioner

(e) If the above listed individual is a Licensed City Street Superintendent, enter their Superintendent's License Number S- _____ and Class of License _____, and/or
(A or B)

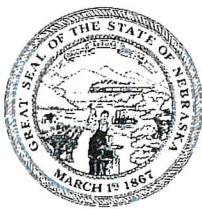
(f) If the above listed individual is a Licensed Engineer in Nebraska, enter their Engineer's License Number E- _____

(2) _____
Signature of Mayor **Village Board Chairperson**

***(3)** If during the calendar year your municipality **(a)** did not have a city street superintendent for any portion(s) of the year; or **(b)** had an appointed city street superintendent **that was not licensed** for any portion(s) of the year; or **(c)** had **one or more** appointed **licensed** city street superintendents for any portion(s) of the year; or **(d)** had **two or more** successive **licensed** superintendents for any portion of the year, please **complete** a separate Year-End Certification form for each period. **Copy this form as needed to account for these separate periods.**

(4) The payment amount will be computed based on **(a)** your most recent Federal Census as certified by the Tax Commissioner; **(b)** the number of full calendar months served by the appointed superintendent who is licensed or exempted from licensure under the Superintendents Act; **(c)** class of license, A or B if applicable; and **(d)** if the appointed City Street Superintendent **assisted** with the required duties in **(1)(c)** above. *Reference Neb. Rev. Stat. §§39-2302 and 39-2511 through 39-2515.*

(5) **Failure to return by December 31, 2022, the Year-End Certification(s), Signing Resolution, and a copy of documentation of the appointment(s) of the superintendent(s) per the instructions will result in your municipality not receiving an Incentive Payment.**



Return the completed original resolution and certification(s), and a copy of the documentation of appointment(s) by December 31, 2022 to:

Highway Local Liaison Coordinator
Boards-Liaison Services Section
Local Assistance Division
Nebraska Department of Transportation
PO Box 94759
Lincoln NE 68509-4759