



Saline County Board of Commissioners

Meeting Agenda

AGENDA

SALINE COUNTY BOARD OF COMMISSIONERS

SALINE COUNTY COURTHOUSE

Wilber, NE

9:30 AM

DATE: June 25, 2024

This agenda is kept on a daily basis and may change from day to day as requests come in to the County Clerk's office. Requests to be on the agenda must be in the County Clerk's office 24 hours prior to the start of the meeting as stated above. This agenda is considered current on the day of the meeting and cannot be changed or altered except for an emergency.

The Board reserves the right to go into executive session if such session is clearly necessary for the protection of the public interest or for the prevention of needless injury to the reputation of an individual.

ROLL CALL

APPROVAL OF AGENDA

APPROVAL OF MINUTES OF THE PREVIOUS MEETING

CITIZENS FORUM - In compliance with the Open Meetings Act and Saline County Resolution #2023-34 a rule of five (5) minutes per person to speak has been established.

CORRESPONDENCE

REPORT OF OFFICIALS

BUSINESS FOR ACTION

Scott Davis - Veteran of the Month presentation - Roger Glenn

Patrick Kreifels, Region V Systems and Matt Kasik, Apace - updates on programs and services

10:15 a.m. Stephanie Bolt, Crete Area Medical Center - ALS Program discussion

Carmen Hinman, HOPE Crisis Center - Update on services and activities

Anita Stougard, Saline County Youth Diversion - update on programs and services

Discuss/Approve MOU between Saline County and Anita Stougard

Discuss/Approve Nebraska Crime Commission Community Based Juvenile Services Aid and Family Services Association of Lincoln Consultant Agreement for 2024-2025

Discuss/Approve Interlocal agreement for Sharing of Mass Notification System for Fillmore, Jefferson, Nuckolls, Saline and Thayer Counties - \$4,570.38

Discuss/Approve Resolution #2024-024 Transfer \$6,829.95 from 911 Emergency Services Fund (#0100-690-00-5-0235) to the 911 Wireless Set-Aside Fund (#2914-349-60)

Discuss/Approve Resolution #2024-025 Close #3300 Jail Bond Fund transferring remaining balance and any future collections to #0100 General Fund

Discuss/Approve List of remaining delinquent real estate taxes from 2024 Public Tax Sale

Discuss/Approve Resolution #2024-028 Release of Pledged Collateral @ Pinnacle Bank

Discuss/Approve Resolution #2024-29 Release of Pledged Collateral Aurora NE, CUSIP #051879HX5

Discuss/Approve May 2024 Sheriff Fees - \$5,576.19

Discuss/Approve inventory listing and Statement of Acceptance of Procession and Future Responsibility Statement

Discuss/Approve 2024 Employee Handbook

Discuss/Review Requested Budgets with Officials

RESOLUTIONS TO TRANSFER FUNDS

Discuss/Approve Resolution #2024-026 Transfer \$455,000.00 from Inheritance Fund #2700 to the Road & Bridge Fund #0300, to be reimbursed when funds are available

Discuss/Approve Resolution #2024-027 Transfer \$6,400.00 from Inheritance Fund #2700 to Juvenile Services Aid Program Fund #2516, to be reimbursed when funds are available

HIGHWAY SUPERINTENDENT - ROAD AND BRIDGE MATTERS

11:00 am to accept/award Gravel Bids for the 2024-2025 year.

11:05 am to accept/award Crushed Rock Bids for the 2024-2025 year.

Discuss/Approve Request to occupy right of way by Unite Private Networks on County Road G.

CLAIMS APPROVAL

11:30 COUNTY GENERAL ASSISTANCE AND CLOSED SESSION MATTERS

ADJOURNMENT

Discuss/Approve funding request from Saline County Historical Society - Doris Koll

Discuss/Approve Electronic Contracting Company Milestone Care Plus renewal (County camera security system)

**INTERLOCAL COOPERATION AGREEMENT
FOR SHARING OF MASS NOTIFICATION SYSTEM
FOR FILLMORE, JEFFERSON, NUCKOLLS, SALINE AND THAYER COUNTIES**

THIS AGREEMENT is made and entered into effective June 18, 2024, between the Board of Commissioners of Jefferson, Nuckolls, Saline and Thayer Counties and the Board of Supervisors of Fillmore County pursuant to the Interlocal Cooperation Act, *Neb. Rev. Stat §13-801 et. seq.*

WHEREAS, Fillmore, Jefferson, Nuckolls, Saline and Thayer Counties require a secure, scalable, and reliable emergency management notification system to enable said governmental entities to send notifications to individuals or groups to keep them informed before, during and after critical events, and;

WHEREAS, Fillmore, Jefferson, Nuckolls, Saline and Thayer Counties desire to save the expense of managing independent mass notification systems and instead share the cost of the same, and;

WHEREAS, Everbridge, Inc. has a proprietary, interactive communication system that meets the needs of Fillmore, Jefferson, Nuckolls, Saline and Thayer Counties which will provide the necessary mass notification system to all of the said counties, and;

WHEREAS, the cost of providing such mass notification system for the calendar year commencing June 18, 2024 is \$11,997.26 and the responsibility for the cost of the same should be based upon the respective populations of Fillmore, Jefferson, Nuckolls, Saline and Thayer Counties resulting in the cost per county as follows, to-wit:

Fillmore County – 5,462 - \$1,828.16

Jefferson County – 7,046 - \$2,399.46

Nuckolls County – 4,148 - \$1,485.37

Saline County – 14,224 - \$4,570.38

Thayer County – 5,003 - \$1,713.89

WHEREAS, Jefferson County has entered into a Master Services Agreement with Everbridge, Inc. to provide a mass notification system for Fillmore, Jefferson, Nuckolls, Saline and Thayer Counties, for the calendar year commencing June 18, 2024.

NOW, THEREFORE, IN CONSIDERATION OF THESE FACTS, it is agreed as follows:

1. This Interlocal Agreement shall have a term of June 18, 2024 to June 18, 2025, inclusive.
2. Jefferson County will contract with Everbridge, Inc. to provide a mass notification system for Fillmore, Jefferson, Nuckolls, Saline and Thayer Counties at the cost of \$11,997.26 and each county shall be responsible for their respective cost based on the population of each respective county. This cost may vary year to year.
3. It is not anticipated that any party to this Agreement will acquire, hold, or dispose of any personal property used in this joint or cooperative undertaking other than access to the proprietary software provided by Everbridge, Inc.

4. The Jefferson County Emergency Management Director shall be responsible for administering this Agreement and shall be the contact person to coordinate with Everbridge, Inc. in the delivery of the services being provided by the Agreement.

5. Jefferson County Emergency Management will pay the annual fee to EverBridge, Inc. and then will invoice Fillmore, Nuckolls, Saline and Thayer Counties for their share based on population.

INTERLOCAL COOPERATION AGREEMENT
FOR SHARING OF MASS NOTIFICATION SYSTEM
FOR FILLMORE, JEFFERSON, NUCKOLLS, SALINE AND THAYER COUNTIES

Executed this ____ day of _____, 2024

BY:

Fillmore County Board of Supervisors,

Wade Sluka, Chairman

INTERLOCAL COOPERATION AGREEMENT
FOR SHARING OF MASS NOTIFICATION SYSTEM
FOR FILLMORE, JEFFERSON, NUCKOLLS, SALINE AND THAYER COUNTIES

Executed this ____ day of _____, 2024

BY:

Jefferson County Board of Commissioners,

Gale Pohlmann, Chairman

INTERLOCAL COOPERATION AGREEMENT
FOR SHARING OF MASS NOTIFICATION SYSTEM
FOR FILLMORE, JEFFERSON, NUCKOLLS, SALINE AND THAYER COUNTIES

Executed this ____ day of _____, 2024

BY:

Nuckolls County Board of Commissioners,

Timothy Zikmund, Chairman

INTERLOCAL COOPERATION AGREEMENT
FOR SHARING OF MASS NOTIFICATION SYSTEM
FOR FILLMORE, JEFFERSON, NUCKOLLS, SALINE AND THAYER COUNTIES

Executed this ____ day of _____, 2024

BY:

Saline County Board of Commissioners,

Phil Hardenburger, Chairman

INTERLOCAL COOPERATION AGREEMENT
FOR SHARING OF MASS NOTIFICATION SYSTEM
FOR FILLMORE, JEFFERSON, NUCKOLLS, SALINE AND THAYER COUNTIES

Executed this ____ day of _____, 2024

BY:

Thayer County Board of Commissioners,

Dean Krueger, Chairman

RESOLUTION #2024-024

WHEREAS, the Saline County Sheriff's Office proposes to transfer \$6,829.95 from the 911 Emergency Services Fund (#0100-690-00-5-0235) to the 911 Wireless Set-Aside Fund (#2914-349-60) to correct an overpayment of a Windstream invoice during FY21-22. The amount paid from the set-aside fund via a 4/8/2022 claim included pre-paid support for years two through four of a four-year support contract. However, support fees other than year one were not eligible to be paid with set-aside funds. This proposal is pursuant to Public Service Commission order dated 12/7/2021, which was not known at the time the claim was submitted.

BE IT HEREBY RESOLVED, by the Board of Commissioners of Saline County, NE, that the sum of \$6,829.95 be transferred from the 911 Emergency Services Fund (#0100-690-00-5-0235) to the 911 Wireless Set-Aside Fund (#2914-349-60) in the current FY23-24 budget.

Motion made by Commissioner _____, seconded by Commissioner _____, to adopt the foregoing Resolution. All members present voting as follows:

Ayes: _____

Nays: _____

Abstentions: _____

Absent: _____

Chairman

SUBSCRIBED AND SWORN TO before me this 25th day of June 2024.

Saline County Clerk

RESOLUTION # 2024-025

BE IT HEREBY RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF SALINE COUNTY, NEBRASKA, as follows:

WHEREAS, Saline County, Nebraska, has, among various separate funds in the Saline County Budget, the following separate fund:

#3300 Jail Bond Fund

WHEREAS, Saline County has determined this bond to be paid and there is no longer a need to have the separate fund as shown, above;

THEREFORE, the separate fund set forth above #3300 Jail Bond Fund shall be closed as of June 25, 2024. The County Treasurer is directed to transfer all monies remaining in said Fund on June 25, 2024 to the #0100 General Fund. Further, the County Treasurer is directed to automatically transfer any future collections for the aforementioned Fund directly to the General Fund.

Motion was made by Commissioner _____ and seconded by Commissioner _____ to adopt the foregoing Resolution.

All members present voting as follows:

Yea: _____
Nay: _____

Motion carried

SALINE COUNTY BOARD OF COMMISSIONERS

Chairman

SUBSCRIBED AND SWORN TO before me this 25th day of June, 2024

Saline County Clerk

SALINE COUNTY TREASURER

Debbie Spanyers

204 S High Street
PO Box 865
Wilber, NE 68465
Ph: (402) 821-2375 Fax: (402) 821-3372
salinetreas@diodecom.net

TO: SALINE COUNTY BOARD OF COMMISSIONERS
FROM: SALINE COUNTY TREASURER
DEBBIE SPANYERS
DATE: JUNE 18, 2024
RE: DELINQUENT TAX LIST

In accordance with Section 77-1918 of the Revised Statutes of Nebraska, please find attached the report of all taxes that have been advertised and which remain unpaid. Said listed taxes, were not sold for want of bidders at the last annual tax sale held March 4, 2024. This list was compiled from the real estate records and special tax ledgers of the Saline County Treasurer's Office.

ITEM #	DIST.	PARCEL	LEGAL	NAME	ADDRESS	AMOUNT	YEAR(S) UNPAID
71	15	760060436	FRIEND PRCT PT NE NE 1/4 (TRACT 145' X 157.5') SEC 22-8-1 ICL	TIMMERMAN/DEBORAH A	303 \ STATE STREET	734.34	All '21-'22
75	25	760040192	DORCHESTER VILLAGE 21'6 OF LOT 1007	CITY SLICKER'S BAR & GRILL	703 \ WASHINGTON AVENUE	684.42	All '22
78	5	760146610	CRETE CITY LITS. 8-10 BLK. 54	LOPEZ/CARMELO	NW CNR 22ND ST. & OAK A	664.90	All '20-'21-'22
88	10	760020728	WILBER CITY W. 20.5' OF EAST 64' LITS 207-212 INCL.	NELEPSI PRATELE INC	104 \ WEST 3RD STREET	589.32	All '22
91	60	760133271	CRETE PRCT IMPROVEMENTS ON LEASED LAND-CABIN #72 BLUE RIV. LODGE SEC.16	JONES/PAULA J	332 \ B R LODGE LN	567.98	2019 thru 2022
99	5	760007985	CRETE CITY LOT 17 BLK 144	MARTINEZ/CARLOS Y	1114 \ MAIN AVENUE	455.25	1/2 '22
100	60	760137072	CRETE PRCT IMPROVEMENTS ON LEASED LAND-CABIN #54 BLUE RIV. LODGE SEC.16	MADDOX/WILLIAM G	309 \ B R LODGE CIR N	452.92	All '22
101	15	760032262	FRIEND CITY R.S. BENTLEY'S ADD. LITS 200-203, PT OF LITS 205-207 & ALL OF LT 208	MOORE/THOMAS & KIMBERLY M	120 \ 1ST STREET	451.70	All '22
102	35	760047014	TOBIAS VILLAGE 3RD ADDITION TO TOBIAS LOTS 7-8 BLK 9	JONES/DANIEL & CLARA	401 \ ELM STREET	440.36	2017 thru 2022
106	35	760133280	TOBIAS VILLAGE IMPROVEMENTS ON LEASED LAND-BLDG IN TOBIAS VILL. SEC. 8-5-1	BRACKHAGE/AIJCE J	TOBIAS SUB-E OF WALNUT BETW	381.00	2019 thru 2022
107	15	760028931	FRIEND CITY LOTS 199-200	COOK/EVAN & SHANNON	218 \ CEDAR STREET	374.18	All '22
108	30	760044570	SWANTON VILLAGE LOT 2 BLK. 7	WITHROW/ANGELA & DAVE	109 \ GAGE STREET	355.26	All '22
109	5	760146020	CRETE CITY LOT 16 BLK. 88	MENDEZ/NAYELI LUNA	\ OAK AVENUE	336.46	All '21-'22
111		760133539	DEWITT PRCT IMPROVEMENTS ON LEASED LAND-ELEVATOR SEC. 13-5-4	DAVENPORT GRAIN CO	N. QUINCE (2450 CO. RD)	320.22	2017 thru 2022
112	15	760028958	FRIEND CITY LOT 201	GUERRA/OLGA	\ CEDAR STREET	316.78	All '21-'22
115	250	760093032	SOUTH FORK PRCT PT S 1/2 SW 1/4 SEC. 4-5-2 4.88 ACRES	WAHL/CAROLYN M & VIRGIL L (LF EST	910 \ ST HWY 74	293.16	All '22
116	25	760040184	DORCHESTER VILLAGE ALL OF LOT 1006 & S 6 OF LOT 1005	CITY SLICKER'S BAR & GRILL	703 1/2 \ WASHINGTON AVE	292.78	All '22
119	20	760036969	DEWITT VILLAGE LOTS 1061-1062	CRAWFORD/MARK W & JANELYNN M	101 \ FILLMORE AVENUE	280.44	All '22
122	5	760002118	CRETE CITY LOT 10 & SOUTH 10' OF LOT 11 BLK. 43	MEYERS/JAMES C	\ FOREST AVENUE	266.74	All '21-'22
125	5	760005052	CRETE CITY LOTS 11-14 INCL. BLK. 102	OLMEDO/OSCAR OCTAVIO REAL	1621 \ NORMAN AVENUE	238.26	All '22
128	20	760036713	DEWITT VILLAGE LOT 1000	BRUMBACK/MARGARET	109 \ PEACH STREET	223.42	All '21-'22
129	20	760035148	DEWITT VILLAGE LOT 451	BREWER/TREY	210 \ WEST LANCASTER AVE.	220.96	2018 thru 2022
130	15	760147054	FRIEND CITY LOT 17 & N 25' OF LOT 18	SNIDER/JOSEPH M & LINDA M	FRIEND CITY	213.94	2018 thru 2022
133	15	760032084	FRIEND CITY R.S. BENTLEY'S 1ST ADDITION LOT 162-163	TIMMERMAN/NICOLE	\ 3RD & STATE	169.52	All '22
134	20	760146523	DEWITT VILLAGE N 64' OF W 2' OF LT. 1055 & N 64' OF LT. 1056	SMITH/AUSTIN & CORRINA	DEWITT VILLAGE	169.36	All '22
135	15	760060681	FRIEND PRCT PT NW NE 1/4 SEC 23-8-1 ICL. 246 ACRE	WOOTTON/BARBARA	1127 \ 2ND STREET	165.40	All '22
136	35	760045828	TOBIAS VILLAGE PARTY WALL IN LOT 1 & LOTS 2-3 BLK 11	SNELL/MARGIA	102 \ SOUTH MAIN STREET	161.73	1/2 '22
137	35	760046751	TOBIAS VILLAGE 3RD ADD. TO TOBIAS S 49.648 OF LOT 1 & ALL OF LOT 2 BLK 3	ISLAS/PAULO CERVANTES	508 \ ELM STREET	154.20	All '22
138	5	760140235	CRETE CITY MUFF 2ND ADDITION LOT 4	MATEO/MATIAS LOPEZ	\ SOUTH BOSWELL AVENUE	153.13	All '20-'21-'22
139	25	760040176	WALL BETWEEN LITS 1004-1005	DUHRKOP/JASON & KATHLEEN K	705 \ WASHINGTON AVENUE	148.12	All '22
140	5	760001766	CRETE CITY PART OF LOT 2 BLK. 33	ANDERSEN/GARY R	CRETE CITY	138.92	All '21-'22
141	10	760021619	WILBER CITY LOTS 325-326	POMALZ/BRADLEY A	324 \ SOUTH RAILROAD ST.	131.76	All '22
143	165	760080380	BRUSH CREEK PRCT TRACT IN SW 1/4 SW 1/4 SECTION 24-6-3 5 ACRES	SOLOL/TRUSTEES OF Z B JT	BRUSH CREEK PRCT	118.20	All '22
144	35	760046506	TOBIAS VILLAGE 2ND ADDITION LOT 3 BLK 8	SCHOENHOLZ/ALLEN W	208 \ ASH STREET	106.38	1/2 '22
145	20	760036721	DEWITT VILLAGE LOT 1001	BRUMBACK/JEFF & MARGARET	\ EAST RAILROAD STREET	83.84	All '21-'22
148	35	760045720	TOBIAS VILLAGE LOTS 1-6 BLK 10	PERKINS/JOHN C & BONNIE L	106 \ SOUTH OAK STREET	64.08	All '22
149	35	760146190	TOBIAS VILLAGE PT SW 1/4 NE 1/4 (PREV STATION GROUND) SEC 8-5-1 46 ACRE	BARTELS/WILLARD W	N SIDE S RAILWAY BETWEEN M/	60.74	2017 thru 2022
151	47	760042837	WESTERN VILLAGE LOTS 10-11-12 BLK 16	RENNER TRUST/THOMAS V	209 \ EAST AVENUE	59.31	1/2 '22
154	60	760133204	CRETE PRCT IMPROVEMENTS ON LEASED LAND-CABIN #42 BLUE RIV. LODGE SEC.16	NOVACORE, LLC	2154 \ B R LODGE CIR	52.38	All '22
158	35	760046654	TOBIAS VILLAGE 2ND ADDITION LOTS 1-2 BLK 16	BARTELS/WILLARD & JUDY	\ SOUTH WALNUT STREET	27.58	2018 thru 2022
160	35	760045569	TOBIAS VILLAGE LOT 1 BLK 7	PERKINS/JOHN C & BONNIE L	108 \ OAK STREET	17.06	All '22
161	35	760146966	TOBIAS VILLAGE 2ND ADDITION LOT 10 BLK 8	TORRES/JUDITH	\ PINE STREET	16.70	2017 thru 2022
164	35	760045917	TOBIAS VILLAGE 1ST ADDITION TO TOBIAS LOT 1 BLK 2	BONILLA/CERVANTES	\ WALNUT STREET	13.76	2018 thru 2022
166	30	760044465	SWANTON VILLAGE ALL OF LOT 9 & 6' X 150' OF LOT 10 BLK 6	YOUNG/DONALD A	SWANTON VILLAGE	8.90	All '22
						11,175.86	

RESOLUTION #2024-028

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF
SALINE COUNTY, NEBRASKA

WHEREAS, **Pinnacle Bank, Humphrey, NE**
is a duly authorized bank of the State of Nebraska; and

WHEREAS, **Pinnacle Bank, Humphrey, NE** asked for release of pledged securities in
the amount of

\$185,000.00

CUSIP: 445483DZ0

WHEREAS, the County Treasurer of Saline County, Nebraska asked that the securities
be released and returned to **Pinnacle Bank, Humphrey, NE** as requested.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of Saline
County, State of Nebraska, hereby delegates authority to the County Treasurer of Saline
County, State of Nebraska, to release and return to **Pinnacle Bank, Humphrey, NE**, the
pledged securities hereinabove, upon her receipt on behalf of Saline County, of valid
securities pledged if so needed.

DATED this 25th day of June, 2024.

Board of Commissioners for Saline County, State of Nebraska

Chairman

Attest:

County Clerk, Saline County

RESOLUTION #2024-029

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF
SALINE COUNTY, NEBRASKA

WHEREAS, **Pinnacle Bank, Aurora, NE**
is a duly authorized bank of the State of Nebraska; and

WHEREAS, **Pinnacle Bank, Aurora, NE** asked for release of pledged securities in the amount of

\$125,000.00

CUSIP: 051879HX5

WHEREAS, the County Treasurer of Saline County, Nebraska asked that the securities be released and returned to **Pinnacle Bank, Aurora, NE** as requested.

NOW THEREFORE BE IT RESOLVED that the Board of Commissioners of Saline County, State of Nebraska, hereby delegates authority to the County Treasurer of Saline County, State of Nebraska, to release and return to **Pinnacle Bank, Aurora, NE**, the pledged securities hereinabove, upon her receipt on behalf of Saline County, of valid securities pledged if so needed.

DATED this 25th day of June, 2024.

Board of Commissioners for Saline County, State of Nebraska

Chairman

Attest:

County Clerk, Saline County

9:38 AM

06/20/24

Accrual Basis

Saline Civil Account Transactions by Account

As of May 31, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance
200 · Due to County Treasurer							5,529.10
201 · Writ Fees							2,399.00
Check	05/01/2024	10362	Saline County Treasurer	April Sheriff's Fe...	100 · Ca...	-2,399.00	0.00
Invoice	05/01/2024	248-61	Messerli & Kramer PA	Writ Fees-Melin...	120 · A/R	6.00	6.00
Invoice	05/01/2024	248-60	BQ & Associates, PC, LLO	Writ Fees-Meliss...	120 · A/R	18.00	24.00
Invoice	05/01/2024	249-14	Gurstel Law Firm, PC	Writ Fees-Erin H...	120 · A/R	18.00	42.00
Invoice	05/01/2024	249-06	Messerli & Kramer PA	Writ Fees-Anne...	120 · A/R	18.00	60.00
Invoice	05/01/2024	249-46	AR Solutions Inc	Writ Fees-Kevin ...	120 · A/R	6.00	66.00
Invoice	05/01/2024	248-62	Collection Agency, LLC	Writ Fees-Danie...	120 · A/R	18.00	84.00
Invoice	05/01/2024	248-64	Collection Agency, LLC	Writ Fees-Carm...	120 · A/R	18.00	102.00
Invoice	05/01/2024	248-66	Collection Agency, LLC	Writ Fees-Emm...	120 · A/R	18.00	120.00
Invoice	05/01/2024	248-69	Collection Agency, LLC	Writ Fees-Eric C...	120 · A/R	27.00	147.00
Invoice	05/01/2024	248-70	Collection Agency, LLC	Writ Fees-Alex ...	120 · A/R	18.00	165.00
Invoice	05/01/2024	248-71	Collection Agency, LLC	Writ Fees-Gary ...	120 · A/R	18.00	183.00
Invoice	05/01/2024	248-72	Collection Agency, LLC	Writ Fees-Richa...	120 · A/R	18.00	201.00
Invoice	05/01/2024	248-73	Collection Agency, LLC	Writ Fees-Teres...	120 · A/R	6.00	207.00
Invoice	05/01/2024	248-63	Credit Management	Writ Fees-Hemo...	120 · A/R	6.00	213.00
Invoice	05/01/2024	247-100	State	Writ Fees-Ulyss...	120 · A/R	18.00	231.00
Invoice	05/01/2024	248-56	State	Writ Fees-Guille...	120 · A/R	18.00	249.00
Invoice	05/01/2024	248-57	State	Writ Fees-Mumi...	120 · A/R	0.00	249.00
Invoice	05/01/2024	248-58	State	Writ Fees-Franci...	120 · A/R	18.00	267.00
Invoice	05/01/2024	248-59	State	Writ Fees-Stacy ...	120 · A/R	18.00	285.00
Invoice	05/01/2024	248-68	State	Writ Fees-Pedro...	120 · A/R	18.00	303.00
Invoice	05/01/2024	248-74	State	Writ Fees-Parmi...	120 · A/R	6.00	309.00
Invoice	05/01/2024	248-75	State	Writ Fees-Blake ...	120 · A/R	6.00	315.00
Invoice	05/01/2024	248-88	State	Writ Fees-Mitch...	120 · A/R	18.00	333.00
Invoice	05/02/2024	248-92	Messerli & Kramer PA - HSG	Writ Fees-Ericka...	120 · A/R	18.00	351.00
Invoice	05/02/2024	248-77	AR Solutions Inc	Writ Fees-Seth ...	120 · A/R	27.00	378.00
Invoice	05/02/2024	248-78	AR Solutions Inc	Writ Fees-Micha...	120 · A/R	6.00	384.00
Invoice	05/02/2024	248-87	Collection Agency, LLC	Writ Fees-Charl...	120 · A/R	18.00	402.00
Invoice	05/02/2024	248-85	Collection Agency, LLC	Writ Fees-Yusel...	120 · A/R	6.00	408.00
Invoice	05/02/2024	248-76	State	Writ Fees-Barry ...	120 · A/R	6.00	414.00
Invoice	05/02/2024	248-91	State	Writ Fees-Stacy ...	120 · A/R	6.00	420.00
Invoice	05/03/2024	248-94	Messerli & Kramer PA	Writ Fees-Timot...	120 · A/R	18.00	438.00
Invoice	05/03/2024	248-93	Messerli & Kramer PA	Writ Fees-Mark ...	120 · A/R	18.00	456.00
Invoice	05/03/2024	248-84	Credit Management	Writ Fees-Noah ...	120 · A/R	6.00	462.00
Invoice	05/03/2024	248-89	State	Writ Fees-Jacob...	120 · A/R	18.00	480.00
Invoice	05/06/2024	248-83	Tad D Eickman	Writ Fees-Kevin ...	120 · A/R	18.00	498.00
Invoice	05/06/2024	248-79	Collection Agency, LLC	Writ Fees-Shem...	120 · A/R	18.00	516.00
Invoice	05/06/2024	248-82	Credit Management	Writ Fees-Oscar...	120 · A/R	18.00	534.00
Invoice	05/06/2024	248-80	James A Cada	Writ Fees-Cody ...	120 · A/R	27.00	561.00
Invoice	05/06/2024	248-81	James A Cada	Writ Fees-Marla ...	120 · A/R	27.00	588.00
Invoice	05/06/2024	248-90	State	Writ Fees-Brock...	120 · A/R	18.00	606.00
Invoice	05/06/2024	248-99	State	Writ Fees-Lin N...	120 · A/R	18.00	624.00

9:38 AM

06/20/24

Accrual Basis

Saline Civil Account Transactions by Account

As of May 31, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance
Invoice	05/07/2024	248-97	Messerli & Kramer PA	Writ Fees-Keith ...	120 · A/R	6.00	630.00
Invoice	05/07/2024	248-96	Messerli & Kramer PA	Writ Fees-Damo...	120 · A/R	18.00	648.00
Invoice	05/07/2024	248-95	Messerli & Kramer PA	Writ Fees-Anab...	120 · A/R	18.00	666.00
Invoice	05/07/2024	249-24	Messerli & Kramer PA	Writ Fees-Brand...	120 · A/R	18.00	684.00
Invoice	05/07/2024	248-98	Collection Agency, LLC	Writ Fees-Dana ...	120 · A/R	18.00	702.00
Invoice	05/07/2024	249-03	Collection Agency, LLC	Writ Fees-Ami H...	120 · A/R	18.00	720.00
Invoice	05/07/2024	248-86	Credit Management	Writ Fees-Zacha...	120 · A/R	18.00	738.00
Invoice	05/07/2024	249-01	Credit Management	Writ Fees-Mayc...	120 · A/R	18.00	756.00
Invoice	05/07/2024	249-02	Collection Agency, LLC	Writ Fees-Colby ...	120 · A/R	18.00	774.00
Invoice	05/07/2024	248-100	State	Writ Fees-Ulyss...	120 · A/R	18.00	792.00
Invoice	05/07/2024	249-07	State	Writ Fees-Yandy...	120 · A/R	6.00	798.00
Invoice	05/08/2024	249-05	Morrow, Poppe, Watermeier & Lonow...	Writ Fees-Steffa...	120 · A/R	18.00	816.00
Invoice	05/08/2024	249-23	Messerli & Kramer PA	Writ Fees-Evan ...	120 · A/R	18.00	834.00
Invoice	05/08/2024	249-22	Messerli & Kramer PA	Writ Fees-Wesl...	120 · A/R	18.00	852.00
Invoice	05/08/2024	249-04	Collection Agency, LLC	Writ Fees-Myron...	120 · A/R	18.00	870.00
Invoice	05/08/2024	249-08	Credit Management	Writ Fees-Shan...	120 · A/R	6.00	876.00
Invoice	05/08/2024	249-09	State	Writ Fees-Cuipi...	120 · A/R	6.00	882.00
Invoice	05/08/2024	249-10	State	Writ Fees-Cuipi...	120 · A/R	6.00	888.00
Invoice	05/08/2024	249-11	State	Writ Fees-Cuipi...	120 · A/R	6.00	894.00
Invoice	05/09/2024	249-13	Red Credit Solutions, LLC	Writ Fees-Cand...	120 · A/R	18.00	912.00
Invoice	05/09/2024	249-15	Collection Agency, LLC	Writ Fees-Franci...	120 · A/R	6.00	918.00
Invoice	05/10/2024	249-18	James A Cada	Writ Fees-Giron ...	120 · A/R	18.00	936.00
Invoice	05/10/2024	249-16	Credit Management	Writ Fees-Lukas...	120 · A/R	6.00	942.00
Invoice	05/10/2024	249-30	Credit Management	Writ Fees-Rebe...	120 · A/R	18.00	960.00
Invoice	05/10/2024	249-17	State	Writ Fees-Herib...	120 · A/R	18.00	978.00
Invoice	05/13/2024	249-20	National Account Systems of Omaha, ...	Writ Fees-Jerem...	120 · A/R	18.00	996.00
Invoice	05/13/2024	249-19	Walentine O'Toole, LLP	Writ Fees-Phillip...	120 · A/R	6.00	1,002.00
Invoice	05/13/2024	249-21	James A Cada	Writ Fees-Marc ...	120 · A/R	6.00	1,008.00
Invoice	05/13/2024	249-26	James A Cada	Writ Fees-Leah ...	120 · A/R	27.00	1,035.00
Invoice	05/13/2024	249-25	Walentine O'Toole, LLP	Writ Fees-Scott ...	120 · A/R	24.00	1,059.00
Invoice	05/13/2024	249-27	Collection Agency, LLC	Writ Fees-Micha...	120 · A/R	6.00	1,065.00
Invoice	05/14/2024	247-77	AR Solutions Inc	Writ Fees-Mike I...	120 · A/R	27.00	1,092.00
Invoice	05/14/2024	248-65	Revco Solutions, Inc	Writ Fees-Jill Coe	120 · A/R	18.00	1,110.00
Invoice	05/14/2024	248-67	Revco Solutions, Inc	Writ Fees-Micha...	120 · A/R	18.00	1,128.00
Invoice	05/14/2024	249-28	John D Rouse, PC	Writ Fees-Leo G...	120 · A/R	18.00	1,146.00
Invoice	05/14/2024	249-31	Collection Agency, LLC	Writ Fees-Cloris...	120 · A/R	6.00	1,152.00
Invoice	05/15/2024	249-29	The Collection Analyst, Inc	Writ Fees-Layla ...	120 · A/R	6.00	1,158.00
Invoice	05/15/2024	249-33	James A Cada	Writ Fees-Jay S...	120 · A/R	18.00	1,176.00
Invoice	05/15/2024	249-32	State	Writ Fees-Felici...	120 · A/R	18.00	1,194.00
Invoice	05/16/2024	249-47	Messerli & Kramer PA	Writ Fees-Edita ...	120 · A/R	18.00	1,212.00
Invoice	05/16/2024	249-34	Fillmore County	Writ Fees-Logan...	120 · A/R	18.00	1,230.00
Invoice	05/16/2024	249-48	Messerli & Kramer PA	Writ Fees-Abby ...	120 · A/R	18.00	1,248.00
Invoice	05/17/2024	249-39	Morrow, Poppe, Watermeier & Lonow...	Writ Fees-Jacob...	120 · A/R	12.00	1,260.00
Invoice	05/17/2024	249-38	Revco Solutions, Inc	Writ Fees-Kenzi...	120 · A/R	18.00	1,278.00

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Saline Civil Account Transactions by Account

As of May 31, 2024

Type	Date	Num	Name	Memo	Split	Amount	Balance
Invoice	05/17/2024	249-35	National Account Systems of Omaha, ...	Writ Fees-Selva ...	120 · A/R	18.00	1,296.00
Invoice	05/17/2024	249-36	James A Cada	Writ Fees-Ashle...	120 · A/R	27.00	1,323.00
Invoice	05/17/2024	249-51	Messerli & Kramer PA	Writ Fees-Gary ...	120 · A/R	18.00	1,341.00
Invoice	05/17/2024	249-37	Credit Bureau Services, Inc	Writ Fees-Zaira ...	120 · A/R	18.00	1,359.00
Invoice	05/20/2024	249-44	AR Solutions Inc	Writ Fees-Cole ...	120 · A/R	18.00	1,377.00
Invoice	05/20/2024	249-40	Messerli & Kramer PA	Writ Fees-Denis...	120 · A/R	18.00	1,395.00
Invoice	05/20/2024	249-43	James A Cada	Writ Fees-Altay ...	120 · A/R	18.00	1,413.00
Invoice	05/20/2024	249-41	State	Writ Fees-Efrain...	120 · A/R	18.00	1,431.00
Invoice	05/20/2024	249-42	State	Writ Fees-Walte...	120 · A/R	6.00	1,437.00
Invoice	05/21/2024	249-55	Gurstel Law Firm, PC	Writ Fees-Brook...	120 · A/R	18.00	1,455.00
Invoice	05/22/2024	249-49	State	Writ Fees-Timot...	120 · A/R	18.00	1,473.00
Invoice	05/23/2024	249-52	Adams County Attorney, Special Fund	Writ Fees-Daws...	120 · A/R	6.00	1,479.00
Invoice	05/23/2024	249-50	Collection Agency, LLC	Writ Fees-Ronal...	120 · A/R	18.00	1,497.00
Invoice	05/23/2024	249-53	Collection Agency, LLC	Writ Fees-Paul ...	120 · A/R	18.00	1,515.00
Invoice	05/28/2024	249-65	Messerli & Kramer PA	Writ Fees-Tim J ...	120 · A/R	6.00	1,521.00
Invoice	05/28/2024	249-66	Messerli & Kramer PA	Writ Fees-Tim T...	120 · A/R	6.00	1,527.00
Invoice	05/28/2024	249-58	James A Cada	Writ Fees-Matth...	120 · A/R	27.00	1,554.00
Invoice	05/28/2024	249-59	James A Cada	Writ Fees-Hau T...	120 · A/R	27.00	1,581.00
Invoice	05/28/2024	249-60	James A Cada	Writ Fees-Ryan ...	120 · A/R	27.00	1,608.00
Invoice	05/28/2024	249-61	James A Cada	Writ Fees-Humb...	120 · A/R	27.00	1,635.00
Invoice	05/28/2024	249-56	Credit Management	Writ Fees-Dwan ...	120 · A/R	18.00	1,653.00
Invoice	05/28/2024	249-57	State	Writ Fees-Migue...	120 · A/R	18.00	1,671.00
Invoice	05/28/2024	249-62	State	Writ Fees-Yandr...	120 · A/R	24.00	1,695.00
Invoice	05/28/2024	249-63	State	Writ Fees-Katy ...	120 · A/R	18.00	1,713.00
Invoice	05/28/2024	249-64	State	Writ Fees-Diego...	120 · A/R	18.00	1,731.00
Invoice	05/29/2024	249-67	Kirsten Hatfield	Writ Fees-Vince...	120 · A/R	18.00	1,749.00
Invoice	05/30/2024	249-45	CBK, Inc	Writ Fees-Rafae...	120 · A/R	18.00	1,767.00
Invoice	05/30/2024	249-69	Collection Agency, LLC	Writ Fees-Ambe...	120 · A/R	6.00	1,773.00
Invoice	05/30/2024	249-70	Credit Management	Writ Fees-Joi An...	120 · A/R	18.00	1,791.00
Invoice	05/30/2024	249-68	State	Writ Fees-Jonat...	120 · A/R	24.00	1,815.00
Invoice	05/30/2024	249-71	State	Writ Fees-Jerem...	120 · A/R	18.00	1,833.00
Total 201 · Writ Fees						-566.00	1,833.00
202 · Mileage							2,400.10
Check	05/01/2024	10362	Saline County Treasurer	April Sheriff's Fe...	100 · Ca...	-2,400.10	0.00
Invoice	05/01/2024	248-61	Messerli & Kramer PA	Mileage-Melinda...	120 · A/R	0.00	0.00
Invoice	05/01/2024	248-60	BQ & Associates, PC, LLO	Mileage-Melissa ...	120 · A/R	0.67	0.67
Invoice	05/01/2024	249-14	Gurstel Law Firm, PC	Mileage-Erin Hinz	120 · A/R	15.41	16.08
Invoice	05/01/2024	249-06	Messerli & Kramer PA	Mileage-Anness...	120 · A/R	17.42	33.50
Invoice	05/01/2024	249-46	AR Solutions Inc	Mileage-Kevin M...	120 · A/R	15.41	48.91
Invoice	05/01/2024	248-62	Collection Agency, LLC	Mileage-Daniel ...	120 · A/R	3.35	52.26
Invoice	05/01/2024	248-64	Collection Agency, LLC	Mileage-Carmel...	120 · A/R	15.41	67.67
Invoice	05/01/2024	248-66	Collection Agency, LLC	Mileage-Emma ...	120 · A/R	0.67	68.34
Invoice	05/01/2024	248-69	Collection Agency, LLC	Mileage-Eric Ch...	120 · A/R	10.72	79.06

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Type	Date	Num	Name	Memo	Split	Amount	Balance
Invoice	05/01/2024	248-70	Collection Agency, LLC	Mileage-Alex St...	120 · A/R	0.67	79.73
Invoice	05/01/2024	248-71	Collection Agency, LLC	Mileage-Gary Wi...	120 · A/R	22.11	101.84
Invoice	05/01/2024	248-72	Collection Agency, LLC	Mileage-Richard...	120 · A/R	23.45	125.29
Invoice	05/01/2024	248-73	Collection Agency, LLC	Mileage-Teresa ...	120 · A/R	18.09	143.38
Invoice	05/01/2024	248-63	Credit Management	Mileage-Hemon ...	120 · A/R	0.67	144.05
Invoice	05/01/2024	247-100	State	Mileage-Ulysses...	120 · A/R	18.76	162.81
Invoice	05/01/2024	248-56	State	Mileage-Guiller...	120 · A/R	0.00	162.81
Invoice	05/01/2024	248-57	State	Mileage-Muminfi...	120 · A/R	0.00	162.81
Invoice	05/01/2024	248-58	State	Mileage-Francis...	120 · A/R	0.00	162.81
Invoice	05/01/2024	248-59	State	Mileage-Stacy Q...	120 · A/R	649.00	811.81
Invoice	05/01/2024	248-68	State	Mileage-Pedro ...	120 · A/R	16.75	828.56
Invoice	05/01/2024	248-74	State	Mileage-Parmin...	120 · A/R	9.38	837.94
Invoice	05/01/2024	248-75	State	Mileage-Blake L...	120 · A/R	16.75	854.69
Invoice	05/01/2024	248-88	State	Mileage-Mitchell ...	120 · A/R	374.00	1,228.69
Invoice	05/02/2024	248-92	Messerli & Kramer PA - HSG	Mileage-Ericka L...	120 · A/R	16.08	1,244.77
Invoice	05/02/2024	248-77	AR Solutions Inc	Mileage-Bell/Co...	120 · A/R	16.08	1,260.85
Invoice	05/02/2024	248-78	AR Solutions Inc	Mileage-Michael...	120 · A/R	43.55	1,304.40
Invoice	05/02/2024	248-87	Collection Agency, LLC	Mileage-Chalres...	120 · A/R	0.67	1,305.07
Invoice	05/02/2024	248-85	Collection Agency, LLC	Mileage-Yuselei...	120 · A/R	15.41	1,320.48
Invoice	05/02/2024	248-76	State	Mileage-Barry Vi...	120 · A/R	47.00	1,367.48
Invoice	05/02/2024	248-91	State	Mileage-Stacy Q...	120 · A/R	324.00	1,691.48
Invoice	05/03/2024	248-94	Messerli & Kramer PA	Mileage-Timothy...	120 · A/R	27.47	1,718.95
Invoice	05/03/2024	248-93	Messerli & Kramer PA	Mileage-Mark R...	120 · A/R	0.67	1,719.62
Invoice	05/03/2024	248-84	Credit Management	Mileage-Noah W...	120 · A/R	15.41	1,735.03
Invoice	05/03/2024	248-89	State	Mileage-Jacob E...	120 · A/R	16.75	1,751.78
Invoice	05/06/2024	248-83	Tad D Eickman	Mileage-Kevin T...	120 · A/R	1.34	1,753.12
Invoice	05/06/2024	248-79	Collection Agency, LLC	Mileage-Shem L...	120 · A/R	15.41	1,768.53
Invoice	05/06/2024	248-82	Credit Management	Mileage-Oscar P...	120 · A/R	15.41	1,783.94
Invoice	05/06/2024	248-80	James A Cada	Mileage-Cody/C...	120 · A/R	41.54	1,825.48
Invoice	05/06/2024	248-81	James A Cada	Mileage-Maria/M...	120 · A/R	15.41	1,840.89
Invoice	05/06/2024	248-90	State	Mileage-Brockw...	120 · A/R	15.41	1,856.30
Invoice	05/06/2024	248-99	State	Mileage-Linn Na...	120 · A/R	0.00	1,856.30
Invoice	05/07/2024	248-97	Messerli & Kramer PA	Mileage-Keith B...	120 · A/R	0.00	1,856.30
Invoice	05/07/2024	248-96	Messerli & Kramer PA	Mileage-Damon ...	120 · A/R	16.75	1,873.05
Invoice	05/07/2024	248-95	Messerli & Kramer PA	Mileage-Anabel ...	120 · A/R	15.41	1,888.46
Invoice	05/07/2024	249-24	Messerli & Kramer PA	Mileage-Brando...	120 · A/R	15.41	1,903.87
Invoice	05/07/2024	248-98	Collection Agency, LLC	Mileage-Dana R...	120 · A/R	5.36	1,909.23
Invoice	05/07/2024	249-03	Collection Agency, LLC	Mileage-Ami Ho...	120 · A/R	15.41	1,924.64
Invoice	05/07/2024	248-86	Credit Management	Mileage-Zachary...	120 · A/R	36.18	1,960.82
Invoice	05/07/2024	249-01	Credit Management	Mileage-Maycee...	120 · A/R	15.41	1,976.23
Invoice	05/07/2024	249-02	Collection Agency, LLC	Mileage-colby S...	120 · A/R	19.43	1,995.66
Invoice	05/07/2024	248-100	State	Mileage-Ulysses...	120 · A/R	16.75	2,012.41
Invoice	05/07/2024	249-07	State	Mileage-Yandy ...	120 · A/R	22.78	2,035.19
Invoice	05/08/2024	249-05	Morrow, Poppe, Watermeier & Lonow...	Mileage-Steffani...	120 · A/R	0.00	2,035.19

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Type	Date	Num	Name	Memo	Split	Amount	Balance
Invoice	05/08/2024	249-23	Messerli & Kramer PA	Mileage-Evan C...	120 · A/R	31.49	2,066.68
Invoice	05/08/2024	249-22	Messerli & Kramer PA	Mileage-Wesley ...	120 · A/R	15.41	2,082.09
Invoice	05/08/2024	249-04	Collection Agency, LLC	Mileage-Myron ...	120 · A/R	0.67	2,082.76
Invoice	05/08/2024	249-08	Credit Management	Mileage-Shanno...	120 · A/R	16.08	2,098.84
Invoice	05/08/2024	249-09	State	Mileage-Cuiping ...	120 · A/R	9.38	2,108.22
Invoice	05/08/2024	249-10	State	Mileage-Cuiping ...	120 · A/R	0.00	2,108.22
Invoice	05/08/2024	249-11	State	Mileage-Cuiping ...	120 · A/R	0.00	2,108.22
Invoice	05/09/2024	249-13	Red Credit Solutions, LLC	Mileage-Candy ...	120 · A/R	16.08	2,124.30
Invoice	05/09/2024	249-15	Collection Agency, LLC	Mileage-Francis...	120 · A/R	16.08	2,140.38
Invoice	05/10/2024	249-18	James A Cada	Mileage-Giron P...	120 · A/R	16.75	2,157.13
Invoice	05/10/2024	249-16	Credit Management	Mileage-Lukas ...	120 · A/R	36.18	2,193.31
Invoice	05/10/2024	249-30	Credit Management	Mileage-Rebecc...	120 · A/R	15.41	2,208.72
Invoice	05/10/2024	249-17	State	Mileage-Heribert...	120 · A/R	16.08	2,224.80
Invoice	05/13/2024	249-20	National Account Systems of Omaha, ...	Mileage-Jeremy ...	120 · A/R	16.75	2,241.55
Invoice	05/13/2024	249-19	Walentine O'Toole, LLP	Mileage-Phillip J...	120 · A/R	15.41	2,256.96
Invoice	05/13/2024	249-21	James A Cada	Mileage-Marc E...	120 · A/R	0.00	2,256.96
Invoice	05/13/2024	249-26	James A Cada	Mileage-Leah/C...	120 · A/R	0.67	2,257.63
Invoice	05/13/2024	249-25	Walentine O'Toole, LLP	Mileage-S David...	120 · A/R	0.67	2,258.30
Invoice	05/13/2024	249-27	Collection Agency, LLC	Mileage-Michael...	120 · A/R	22.11	2,280.41
Invoice	05/14/2024	247-77	AR Solutions Inc	Mileage-M/B Ind...	120 · A/R	16.75	2,297.16
Invoice	05/14/2024	248-65	Revco Solutions, Inc	Mileage-Jill Coe	120 · A/R	15.41	2,312.57
Invoice	05/14/2024	248-67	Revco Solutions, Inc	Mileage-Michael...	120 · A/R	15.41	2,327.98
Invoice	05/14/2024	249-28	John D Rouse, PC	Mileage-Leo Go...	120 · A/R	0.67	2,328.65
Invoice	05/14/2024	249-31	Collection Agency, LLC	Mileage-Clorisia ...	120 · A/R	0.67	2,329.32
Invoice	05/15/2024	249-29	The Collection Analyst, Inc	Mileage-Layla G...	120 · A/R	15.41	2,344.73
Invoice	05/15/2024	249-33	James A Cada	Mileage-Jay San...	120 · A/R	38.86	2,383.59
Invoice	05/15/2024	249-32	State	Mileage-Felicia ...	120 · A/R	15.41	2,399.00
Invoice	05/16/2024	249-47	Messerli & Kramer PA	Mileage-Edita K...	120 · A/R	16.08	2,415.08
Invoice	05/16/2024	249-34	Fillmore County	Mileage-Logan T...	120 · A/R	0.00	2,415.08
Invoice	05/16/2024	249-48	Messerli & Kramer PA	Mileage-Abby R...	120 · A/R	15.41	2,430.49
Invoice	05/17/2024	249-39	Morrow, Poppe, Watermeier & Lonow...	Mileage-Jacob Z...	120 · A/R	0.00	2,430.49
Invoice	05/17/2024	249-38	Revco Solutions, Inc	Mileage-Kenzie ...	120 · A/R	0.67	2,431.16
Invoice	05/17/2024	249-35	National Account Systems of Omaha, ...	Mileage-Selva G...	120 · A/R	15.41	2,446.57
Invoice	05/17/2024	249-36	James A Cada	Mileage-Ashley/...	120 · A/R	36.18	2,482.75
Invoice	05/17/2024	249-51	Messerli & Kramer PA	Mileage-Gary Wi...	120 · A/R	22.11	2,504.86
Invoice	05/17/2024	249-37	Credit Bureau Services, Inc	Mileage-Zaira V...	120 · A/R	15.41	2,520.27
Invoice	05/20/2024	249-44	AR Solutions Inc	Mileage-Cole Vela	120 · A/R	31.49	2,551.76
Invoice	05/20/2024	249-40	Messerli & Kramer PA	Mileage-Denise ...	120 · A/R	28.81	2,580.57
Invoice	05/20/2024	249-43	James A Cada	Mileage-Altay Vi...	120 · A/R	15.41	2,595.98
Invoice	05/20/2024	249-41	State	Mileage-Efrain C...	120 · A/R	15.41	2,611.39
Invoice	05/20/2024	249-42	State	Mileage-Walter ...	120 · A/R	15.41	2,626.80
Invoice	05/21/2024	249-55	Gurstel Law Firm, PC	Mileage-Brooke ...	120 · A/R	0.67	2,627.47
Invoice	05/22/2024	249-49	State	Mileage-Timothy...	120 · A/R	30.15	2,657.62
Invoice	05/23/2024	249-52	Adams County Attorney, Special Fund	Mileage-Dawson...	120 · A/R	36.18	2,693.80

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Saline Civil Account
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Type	Date	Num	Name	Memo	Split	Amount	Balance
Invoice	05/23/2024	249-50	Collection Agency, LLC	Mileage-Ronald ...	120 · A/R	0.67	2,694.47
Invoice	05/23/2024	249-53	Collection Agency, LLC	Mileage-Paul Re...	120 · A/R	41.54	2,736.01
Invoice	05/28/2024	249-65	Messerli & Kramer PA	Mileage-Tim J T...	120 · A/R	13.06	2,749.07
Invoice	05/28/2024	249-66	Messerli & Kramer PA	Mileage-Tim The...	120 · A/R	13.07	2,762.14
Invoice	05/28/2024	249-58	James A Cada	Mileage-Matt/Ca...	120 · A/R	0.67	2,762.81
Invoice	05/28/2024	249-59	James A Cada	Mileage-Hau Tro...	120 · A/R	15.41	2,778.22
Invoice	05/28/2024	249-60	James A Cada	Mileage-Ryan/EI...	120 · A/R	15.41	2,793.63
Invoice	05/28/2024	249-61	James A Cada	Mileage-Humber...	120 · A/R	16.08	2,809.71
Invoice	05/28/2024	249-56	Credit Management	Mileage-Dwan P...	120 · A/R	19.43	2,829.14
Invoice	05/28/2024	249-57	State	Mileage-Miguel ...	120 · A/R	16.08	2,845.22
Invoice	05/28/2024	249-62	State	Mileage-Yandry ...	120 · A/R	18.09	2,863.31
Invoice	05/28/2024	249-63	State	Mileage-Katy Ca...	120 · A/R	14.07	2,877.38
Invoice	05/28/2024	249-64	State	Mileage-Diego ...	120 · A/R	17.42	2,894.80
Invoice	05/29/2024	249-67	Kirsten Hatfield	Mileage-Vincent ...	120 · A/R	0.67	2,895.47
Invoice	05/30/2024	249-45	CBK, Inc	Mileage-Rafael ...	120 · A/R	16.08	2,911.55
Invoice	05/30/2024	249-69	Collection Agency, LLC	Mileage-Amber ...	120 · A/R	15.41	2,926.96
Invoice	05/30/2024	249-70	Credit Management	Mileage-Joji Antak	120 · A/R	15.41	2,942.37
Invoice	05/30/2024	249-68	State	Mileage-Jonatha...	120 · A/R	15.41	2,957.78
Invoice	05/30/2024	249-71	State	Mileage-Jeremy ...	120 · A/R	15.41	2,973.19
Total 202 · Mileage						573.09	2,973.19
203 · Vehicle Inspections							640.00
General ...	05/01/2024	227			-SPLIT-	-640.00	0.00
Sales Re...	05/31/2024	May 2024	Saline County Treasurer	Title Inspections...	160 · On...	680.00	680.00
Total 203 · Vehicle Inspections						40.00	680.00
204 · Gun Permits							90.00
General ...	05/01/2024	227			203 · Ve...	-90.00	0.00
Sales Re...	05/31/2024	May 2024	Saline County Treasurer	Gun Permits 78...	160 · On...	90.00	90.00
Total 204 · Gun Permits						0.00	90.00
208 · Miscellaneous							0.00
Total 208 · Miscellaneous							0.00
Total 200 · Due to County Treasurer						47.09	5,576.19
TOTAL						47.09	5,576.19

May 16, 2024
Saline County
204 South High Street
Wilber, NE 68465
RE: Transfer of Ownership

State of Nebraska } SS
Saline County }
Filed in the County Clerks
office Saline County, Nebraska

JUN 13 2024

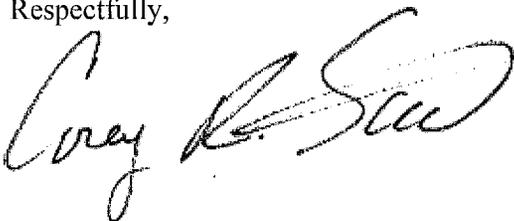
at _____ o'clock and _____ minute
_____ County Clerk

Commissioners,

Please review the attached inventory listing of courtroom technology items that the Nebraska Administrative Office of Courts and Probation (AOCP) has purchased and installed for the County. This is pursuant to a Memorandum of Understanding entered into between the AOCP and County for transfer of courtroom technology.

Accompanying the inventory listing is a Statement of Acceptance of Possession and Future Responsibility Statement. Please sign and return a copy to the AOCP for their records.

Respectfully,



Corey R. Steel

State Court Administrator

Nebraska Judicial Branch

Statement of Acceptance of Possession and Future Responsibility

The County of Saline accepts ownership of the items on the Inventory Listing as being accepted by the County with no exchange of funds necessary for the transfer. The County agrees that all future maintenance/repair/replacement/disposal outside of the technical support contract provided by the AOCF falls entirely to said county with no further monetary involvement on part of the State of Nebraska. The County acknowledges this equipment is outside of the State's statutory obligations under Neb. Rev. Stat. § 24-514.

By signing below, I acknowledge that I am an authorized representative of Saline County. I accept and agree to the Statement of Acceptance of Possession and Future Responsibility above and have verified that all listed equipment on the inventory listing is accurate and in the county's possession.

(Signature)

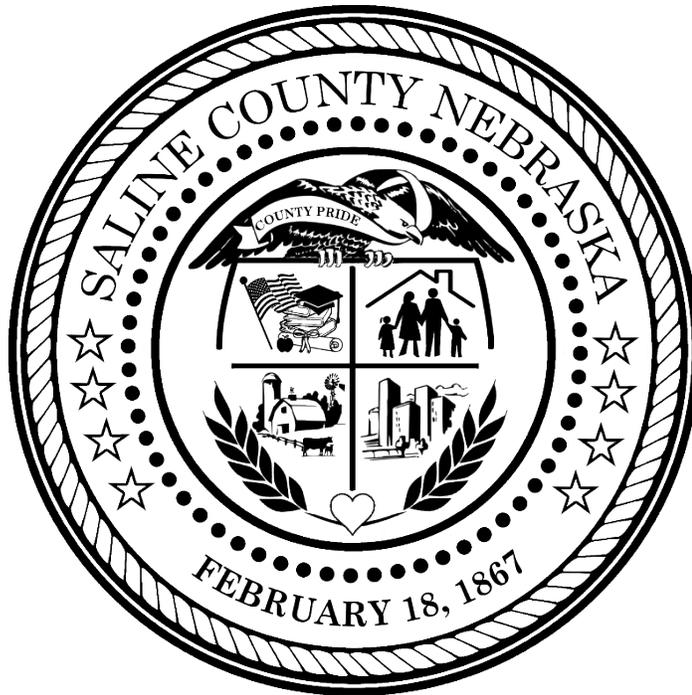
(Title)

Date: _____

Equipment List - Saline County J22040128

County

Item	Item Description	Qty.
102030-A1	Cynap AV Solution	1
60-738-01	Extron ASA 111	1
846L	PanaVise Camera Mount	4
920-007119	Logitech K400 Plus Touchpad Wireless Keyboard	1
997-9044-00	Planar 22" Display	3
AP-S15A	Atlas 15A Power Conditioner and Distribution Unit	2
C2PM	JBL One Control 2P Powered Master Speaker	3
CORE 110F-V2-NA	QSC Professional Audio Processor	1
CV-0622-5MP	Marshall M12-Mount 6-22mm IR Varifocal Lens	4
CV504	Marshall Fixed HD Camera	4
DTRK-1818	Middle Atlantic 18SP/18D Desktop Rack	1
FBA_202013-BLACK	Cable Matters USB to Ethernet Adapter	1
GS116PP-100NAS	Netgear AV Switch	1
HD-DA4-4KZ-E	Crestron 1:4 HDMI Distribution Amplifier	2
HD-MD6X2-4K-E	Crestron 4K HDMI Matrix Switcher	1
HD-RX-101-C-E	Crestron HDMI Receiver	7
HD-SCALER-HD-E	Crestron High-Definition Video Scaler	1
HD-TX-101-C-E	Crestron HDMI Transmitter	7
INT-USB2-50C	Liberty USB 2.0 Extender Client Box	2
INT-USB2-50H	Liberty USB 2.0 Extender Host Box	2
IR SY5	Williams Sound Medium-area Infrared System	1
K1W120B	CHIEF K1W Dynamic Wall Mount	2
LS-POE-1210G-2PCS	ipolex Active PoE Splitter	2
MX393/C	Shure Boundary Conference Microphone	1
OSP-MVS-3	Osprey Video 4x1 Quadview Camera Processor	1
POE KT1	Williams Sound Power over Ethernet	1
RS1215-RA	Liberty Tripplite 12 Outlet Rackmount Power Strip	1
SL102-75	Ergomart Limbo Low Profile Monitor Stand	1
TSW-760-NC-W-S	Crestron 7" Touch Screen	1
TSW-760-TTK-B-S	Crestron Tabletop Kit	1
VC-4-PC-3	Crestron Computer with Virtual Control Server Software	1



SALINE COUNTY EMPLOYEE HANDBOOK

EFFECTIVE JULY 1, 2023
SALINE COUNTY, NEBRASKA

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WELCOME!

Welcome to Saline County. One of the keys to our success is hiring good employees. You have been hired because we believe you have the skills and the potential to help our County succeed. We expect employees to perform the tasks assigned to them to the best of their abilities. We believe that hard work and commitment will not only benefit Saline County but will help give all of our employees a sense of pride and accomplishment.

We are glad you are with our organization. We hope that your employment proves mutually satisfying. Every employee has an important role in our operations, and we value the abilities, experience and background that they bring with them. It is our employees who provide the services that the public relies upon and enables us to grow and create new opportunities in the years to come.

Saline County intends to provide employees with all the support and the resources they will need to perform their job effectively. If, at any time, an employee needs assistance or guidance, the employee should not hesitate to ask any member of management.

Once again, welcome to Saline County. We are glad to have you with us.

INTENT AND PURPOSE

It is the purpose of this handbook to set forth the principles, procedures and policies to be followed by Saline County in the administration of personnel. Personnel administration, in all aspects, shall be based on the principles of merit and equal opportunity employment.

It is important to understand that the Saline County Employee Handbook does not constitute a contract between the Board and the County employees. Rather, the information contained in this handbook reflects a general description of the policies, procedures and benefits currently in effect in the County. The Board retains the right to modify or abolish these policies, procedures and benefits and reserves the right to adopt new policies, procedures and benefits. In accordance with the above, the County also has the exclusive right and authority to exercise the customary functions of management, including, but not limited to the right to manage and control the premises and equipment, the right to select, hire, promote, suspend, dismiss, assign, supervise and discipline employees, and the right to determine, effectuate and implement the objectives and goals of the County.

The objectives of this handbook include the following:

- a. To inform employees of Saline County of their rights and obligations in relation to the County;

- b. To inform department heads of their obligations toward, and their right to assign, instruct and discipline subordinate personnel and;
- c. To ensure compliance with applicable policies and procedures.

EMPLOYMENT NOTICE

Nebraska is an “employment-at-will” state. Therefore, the County may generally terminate an employment relationship at any time and for any reason unless an agreement or statute provides otherwise. Likewise, an employee has the right to terminate employment with the County for any reason, or for no reason.

STATE STATUTES, BARGAINING AGREEMENTS AND INDIVIDUAL EMPLOYEE CONTRACTS

The provisions of this policy manual shall be followed except where these provisions are in conflict with existing and current Nebraska Statutes, collective bargaining agreements and/or any individual employee contracts. In such instances where a conflict exists, the current statutes, collective bargaining agreements and/or individual employee contracts shall take precedence over the provisions of this policy manual.

AMENDMENTS TO THE COUNTY EMPLOYEE HANDBOOK

The County shall have a committee consisting of all department heads to review the County Employee Handbook on an annual basis.

The purpose of the committee will be to maintain the applicability of the benefits and the policies contained in the County Employee Handbook and to update any material as necessary. The committee shall recommend revisions, additions, or deletions to the County Board.

Any county employee may also suggest to any committee member or to the County Board, amendments to the County Employee Handbook.

Amendments shall become effective upon resolution by the County Board. All such amendments shall be provided to all department heads for inclusion in their master copies of the County Employee Handbook. Copies of amendments will be given to each employee for insertion in their handbook.

EQUAL EMPLOYMENT OPPORTUNITY

Saline County continues its firm commitment to the principle of equal employment opportunity. The County will provide equal employment opportunity for all employees and applicants for employment, without regard to race (including skin color, hair texture and protective hairstyles), color, age (40 or older), sex, sexual orientation, gender identity, national origin, religion, disability, genetic information (as defined in the Genetic Information Nondiscrimination Act), marital status, pregnancy (including childbirth and related medical conditions), military status, or any other prohibited basis of discrimination under applicable local, state, and federal law. The County will make employment decisions consistent with this principle of equal opportunity. The policy applies to all terms and conditions of employment.

The County will make reasonable accommodation for the impairments of qualified individuals with disabilities to the extent required by law unless undue hardship to the County would result. If any applicant or employee believes in good faith that he/she needs a reasonable accommodation because of a disability, he/she must contact the Clerk's Office and request an accommodation. Requests for accommodations are not to be made to any supervisor. If any supervisor receives what they believe may be a request for an accommodation, the supervisor should contact or refer the employee to the Clerk's Office.

The County is committed to participating in an interactive accommodation process with the employee. An individual who requests a reasonable accommodation will normally be required to meet with the Clerk's Office to discuss the need for accommodation and to complete a written request for accommodation, to include information regarding the nature of the disability, how it affects the employee's ability to perform all essential job duties, information regarding medical treatment of the disability or impairment, information regarding the health care provider who has provided such treatment, the employee's suggestions for reasonable accommodation, and other relevant information.

The County may also contact the individual's health care provider or other third parties (such as rehabilitation counselors) to verify the existence of the disability or impairment, obtain relevant medical information and/or records, and suggestions for accommodation.

Requests for accommodation will be processed as quickly as reasonably practicable under the circumstances. Any individual who requests an accommodation is required to fully cooperate in the process, including providing relevant information and providing any required HIPAA consent for the County to contact and obtain information from the employee's health care provider. If the individual fails or refuses to provide any needed HIPAA consent, the County will terminate its processing of the individual's request for accommodation. In that event, if the individual is an employee, he/she will be expected to fully perform all essential functions of his/her job without accommodation and may be subject to disciplinary or performance-related actions, up to and including discharge, if he/she is unable to perform all essential functions of the job. If the individual is an applicant, his or her application for employment will be withdrawn from consideration.

While a request for accommodation is being processed, an employee may be placed on paid or unpaid leave of absence, assigned to a different job, or provided with light or modified duty, as determined by the County. An employee's base rate of pay will not normally be changed while the employee's request for accommodation is being processed. Although it is not possible to make a comprehensive list of all possible accommodations that might be reasonable, the following are among those accommodations (depending on the circumstances): modifications to the job application process, modifications to the work environment, modifications to the methods by which a job is performed, providing special equipment or devices to perform a job, reassignment to an open job for which an employee is qualified and for which the employee can perform the essential job duties, providing a part-time or modified work schedule, modifying training methods and/or materials, providing readers or interpreters, and/or placing an employee on short-term leave of absence.

Employees should understand that not all possible accommodations are reasonable in nature. For example, the County is not required to lower its performance or behavior standards, eliminate essential job duties, bump another employee from a job, maintain an employee's compensation rate, or permit unscheduled (or erratic, unpredictable, intermittent) or excessive absenteeism or tardiness as a reasonable accommodation. In addition, working from home, obtaining regular assistance from another employee to perform essential job duties, and eliminating certain duties in a job rotation are generally not reasonable accommodations except in extraordinary circumstances. The ability of an employee to perform essential duties with the use of mitigating measures or devices (such as medication or special equipment) may be taken into account if determining whether an accommodation is needed or reasonable. For example, if an employee can control an impairment with medication or assistive devices and thereby perform essential job duties, no reasonable accommodation would normally be needed or reasonable.

The County will determine if a reasonable accommodation is available. If more than one reasonable accommodation is available, the County may take into account the employee's preference of accommodation, but the County has the right to make the final selection of the accommodation to offer to the employee.

An employee has the right to refuse any accommodation that is offered by the County under this policy. However, the employee will be expected to fully perform all essential functions of the job without accommodation and may be subject to disciplinary and/or performance-related actions, up to and including discharge, if the employee is not able to perform all essential functions in a manner acceptable to the County and as expected from other employees who hold the same job.

The County wants its commitment to equal employment opportunity to be a success. If an employee feels the County is failing in its duty and promise of equal opportunity to all applicants or employees, it should be reported at once to their supervisor, the Clerk's Office or any board member with whom they feel comfortable discussing the matter. The County will take every reasonable measure to correct any unfairness. Any employee subjected to retaliation for bringing such matters to the County's attention in good faith will not be tolerated. The County will treat all such concerns with the utmost confidence to the extent reasonably possible and consistent with a fair resolution of the problem. Saline County will follow affirmative action obligations in a federal or state grant or contract.

CODE OF ETHICS FOR COUNTY EMPLOYEES

- A. Employees shall not hold financial interests that conflict with the performance of their official duties.
- B. Employees shall not engage in financial transactions using non-public governmental information nor allow the improper use of such information to further any private interest.
- C. 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 employees' agency or department, or whose interests may be substantially affected by the performance or non-performance of the employees' duties.
- D. Employees shall not use public office for private gain.
- E. Employees shall act impartially and not give preferential treatment to any organization or individual.
- F. Employees shall protect and preserve County property and shall not use it for unauthorized activities.
- G. Employees are expected to disclose waste, fraud, and corruption to appropriate authorities.
- H. Employees shall adhere to all laws and regulations including those that mandate equal opportunity and treatment, regardless of race, color, religion, sex, national origin, age, disability, marital status, pregnancy, military status, or any other prohibited basis of discrimination under applicable local, state, and federal law.

HARASSMENT IN EMPLOYMENT

POLICY

Employees and non-employees are prohibited from engaging in any form of unlawful harassment in the workplace as well as any behavior that would be inconsistent with the spirit and intent of this policy.

DEFINITION

Harassment is unlawful when it: (1) is based on age, race, (including skin color, hair texture and protective hairstyles), color, sex, sexual orientation, gender, gender identity, sexual orientation, religion, national origin, disability, pregnancy, genetic information or any other characteristics protected by law; (2) is unwelcomed; (3) is severe or pervasive in nature; and (4) is made a

condition of employment, unreasonably interferes with an employee's work performance, or creates an intimidating, hostile, or offensive work environment. In addition, this policy prohibits retaliation against any employee because he/she files a report under this policy, cooperates with any internal investigation, or otherwise pursues his/her legal rights.

It is not possible to define every action or work that could be interpreted as harassment. Harassment may encompass a wide range of verbal, physical and/or visual behaviors and may be sexual or non-sexual in nature. Each situation depends on several factors. Even if the behavior in question may not constitute harassment under this policy, it may still be inappropriate in the workplace and subject to disciplinary action.

Examples of harassment could include, but are not limited to, the following:

1. Jokes or innuendos of a sexual nature.
2. Suggestive or demeaning looks or leering.
3. Creating an intimidating, hostile or offensive working environment.
4. Unwelcome sexual conduct or advances or requests for sexual favors.
5. Physical contact such as patting, pinching, hugging or brushing up against another body.
6. Materials or photographs of a sexual nature in the workplace.
7. Sexual comments of a provocative or suggestive nature.

Examples of behaviors that might constitute harassment of a non-sexual nature may include, but are not limited to, the following:

Conduct that is offensive, derogatory or shows hostility toward an employee because of his/her race, color, religion, sex/gender, sexual orientation, national origin, ancestry, disability, age or other characteristic protected by the law. This includes slurs, epithets, negative labeling or stereotyping, and jokes, whether oral or written.

Conduct of this type is improper if:

1. Submission to the conduct is either an explicit or implicit term or condition of employment.
2. Submission to or rejection of the conduct is used as a basis for employment decisions affecting the person involved.
3. The conduct has the purpose or effect of substantially interfering with an individual's work performance or environment.

REPORTING PROCEDURE

Should an instance of unlawful or sexual harassment occur, both the employee and County play a role in correcting the harassment.

An employee is responsible for pointing out the harassment. Any employee who believes he/she, or others, are being harassed is encouraged to:

1. Point out the offensive behavior to the person responsible for the behavior and;
2. Request that the offensive behavior stop.

Any employee who is not comfortable approaching the person responsible for the offensive behavior, or whose request to stop was unsuccessful, should notify any or all of the following:

1. The employee's immediate supervisor.
2. The supervisor of the person responsible for the offensive behavior.
3. The employee's department head.

Any employee, who believes he/she or another person is being harassed by a department head, should notify a member of the County Board, the County Attorney or the County Clerk.

No employee will be retaliated against for reporting harassment. Saline County is responsible for promptly correcting any harassment. When one of the supervisory individuals mentioned above is notified or becomes aware of possible harassment, he/she shall promptly investigate the situation. Corrective action shall promptly be taken whenever any harassment or inappropriate behavior has occurred.

INVESTIGATION PROCEDURE

A supervisory official as designated in Section C will ensure that a thorough investigation is carried out that respects the rights and dignity of all individuals concerned. The investigation will be conducted quickly, thoroughly and confidentially, and every effort shall be made to protect the rights of the accuser, as well as the accused. The following procedures will be followed in the investigation of a report of harassment:

1. If possible, the investigation shall begin the day the conduct is reported or discovered.
2. The employee will be encouraged to put the report in writing.
3. The supervisory official, the Chairperson of the County Board, the County Attorney and the County Clerk will interview the complainant in a private area. The interview will be thoroughly documented and reviewed for accuracy with the complainant at the end of the interview.
4. The supervisory official, the Chairperson of the County Board, the County Attorney and the County Clerk will interview the alleged harasser in a private area. The interview will be thoroughly documented and reviewed for accuracy with the alleged harasser at the end of the interview.
5. The supervisory official, the Chairperson of the County Board, the County Attorney and the County Clerk will interview witnesses and others with relevant information in a private area. The interview will be thoroughly documented and reviewed for accuracy with the witnesses or other individuals interviewed.

6. Upon completion of a thorough investigation, the investigators will determine whether the report is substantiated or unsubstantiated.

A. *Substantiated Report:* If it is determined that there is evidence to substantiate the report, disciplinary action will be taken. The disciplinary action taken will depend upon the severity of the harassment; however, the disciplinary procedure outlined in this manual will be followed in all cases. A record of disciplinary action taken will become a part of the harasser's personnel file. Once disciplinary action is taken, supervisory personnel will ensure its effectiveness by continuing to monitor the situation.

B. *Unsubstantiated or Inconclusive Report:* If it is determined that the report is unsubstantiated or if investigators are unable to conclude whether harassment did or did not occur, both the complainant and the alleged harasser will be informed of the findings. The County's policy against harassment will continue to be enforced and the complainant will be encouraged to come forward again if he/she perceives harassment.

C. Whether substantiated or unsubstantiated, the investigators will meet with both the complainant and alleged harasser to notify them of the results of the investigation and any disciplinary measures that will be taken.

D. An investigation report will be prepared summarizing interviews, conclusions and discipline taken, if any. This report, along with notes, written complaints, statements and copies of relative documents will be maintained in a separate, confidential file by the department head and/or the Clerk's Office.

SAFETY POLICY

Safety is important to the County and to all employees. It is the County's intent to provide a safe workplace for an employee's protection. Accidents cost the county money through property loss, lost time from work and increased insurance costs. All employees are expected to participate in safety programs and meetings, promote safety awareness, bring forth safety suggestions, wear protective equipment as provided and follow safety rules. Safe work practices protect employees, their families, fellow employees and the County.

Each employee will be evaluated on safety activities, which will be recorded in their performance review. Failure to follow safety rules or using poor safety judgment can result in disciplinary action, up to and including termination of employment.

Safety Equipment: The County shall provide goggles, safety glasses, and hard hats, if deemed by the County to be necessary when warranted by working conditions. Employees shall be accountable for protective clothing and safety equipment issued to them, less normal wear and tear. If there is a termination of employment, the safety equipment shall be returned by the employee to the County.

First Aid Supplies: Reasonable first aid supplies shall be available to employees during working hours.

Safety Committee: A Safety Committee has been established to communicate and address concerns about workplace safety and health issues.

Employee Duty: Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including dismissal of employment.

Reporting of Accidents and Injuries: In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees shall immediately notify the supervisor or appropriate department head. Such reports are necessary to comply with the laws and initiate insurance and workers' compensation benefits procedures. Employees who have an accident with a County-owned vehicle shall first notify a law enforcement agency and then his/her supervisor or department head. All reports should be submitted to the Clerk's office within 2 business days or as earlier as reasonably possible.

DRUG-FREE WORKPLACE POLICY

PREFACE

Saline County has adopted a Drug-Free workplace policy effective May 18, 1993. This policy is to protect and benefit Saline County, along with all its personnel, in creating a safe and efficient work environment.

For the purposes of clarification, alcohol is considered a drug under this policy.

IMPAIRMENT PROHIBITED

No employee shall report for work impaired by any substance that is legal or illegal. "Impaired" means under the influence of a substance such that the employee's motor senses (i.e., sight, hearing, balance, reaction and reflex) or judgment either are, or may be, reasonably presumed to be affected.

POSSESSION PROHIBITED

No employee at any work site will possess any quantity of any substance, legal or illegal, which in sufficient quantity could cause impaired performance. "Work site" means any office, building, or property (including parking lots) owned or operated by Saline County or any other site at which an employee performs work for Saline County. "Possess" means to have a drug or drugs either in or on an employee's person, personal effects, motor vehicle, tools, and areas entrusted to the employee such as desks, files and Saline County vehicles. The above provision is exempt from storing or holding a controlled substance due to the operation of law.

INSPECTIONS

An employee's person, work area, desk, files, Saline County motor vehicle, and similar areas are subject to inspection for drugs at any time on a random or any other nondiscriminatory basis for purpose of complying with this policy. Similarly, an employee's own car, lunch box, personal containers, etc. may be inspected for drugs when brought onto any work site.

HELP AND MEDICAL TREATMENT

1. Saline County believes that drug use and abuse can be an illness requiring medical treatment. In this regard, Saline County will:
 - a. encourage affected individuals to voluntarily seek medical help.
 - b. assist supervisors in dealing with associated problems related to the employee's work performance.
 - c. discourage supervisors, fellow employees, and possibly family members from "covering up" for the affected individual.
2. If the employee seeks help prior to the discovery of drug use and abuse, then confidentiality, job security and promotional opportunities of the employee will be protected. If the employee does not seek help for drug abuse, and the problem comes to the attention of Saline County, the employee will be subject to disciplinary action.
3. Saline County may refer an employee to a drug use and abuse counseling agency for help because of deteriorating job performance or excessive absenteeism of the employee associated with use and abuse of drugs.

ELIGIBILITY FOR BENEFITS

Since misuse of drugs may be a treatable illness, an employee participating in Saline County's medical insurance program may be eligible for insurance benefits, if the same is allowed by the insurance policy schedule.

EFFECT ON SALINE COUNTY'S RULES

It is emphasized that recognizing drug use and abuse as an illness does not detract from Saline County's rules and regulations in respect to intoxication on the job, or having drugs on Saline County property, which will continue to be enforced.

DISCIPLINE

The severity of the disciplinary action taken against an employee found to violate this policy will depend on the circumstances of each case. However, any violation of this policy may be subject to disciplinary action, up to and including termination.

TESTING

Employee Drug Testing - Saline County reserves the right to set standards for employment and may require employees, as a condition of continued employment, to submit to drug testing under the following circumstances:

- 1) Pre-Employment Testing- Candidates of the Law Enforcement Center and the Roads Department undergo pre-employment drug testing.
- 2) Random Testing - Employees in positions covered by this policy may be chosen at random.
- 3) Reasonable Suspicion Testing - Where there is a reasonable suspicion that an employee is under the influence of a restricted substance, including but not limited to:
 - a) Direct observation of use of a restricted substance;
 - b) Evidence of drugs or alcohol on or about the employee's person or work area;
 - c) A significant deterioration in work performance that suggests impairment;
 - d) Symptoms of being under the influence of a restricted substance, such as abnormal or erratic behavior or changes in physical appearance;
 - e) A report of use of a restricted substance, provided by a reliable and credible source; or
 - i) Newly discovered evidence that the employee has tampered with a prior drug test result.
 - f) Post-Accident Testing - Employees involved in an on-the-job accident, especially those for which the employee is deemed at fault.
 - g) Post-Rehabilitation Program Testing - For employees who have successfully completed a rehabilitation program, Saline County requires a negative return-to-duty test before an employee returns to work. After that, testing will be at least

once a year for a two-year period after completion of the program. The employee will not receive advanced notice of the testing date.

- 4) Refusal to Test - Any employee who refuses a request to submit to testing under this policy may be subject to disciplinary action, up to and including termination. Attempts to alter, substitute or tamper with the collection of the specimen or failure to appear for testing will be deemed a refusal to take the drug test.
- 5) Results of Drug Testing - All tested employees will receive notice of their test results. Any employee tested in accordance with this policy may, if the test results are positive, request retesting at the employee's expense. Employees have the right to submit a written explanation for a positive test. Testing positive will not automatically be grounds for termination.

INTRODUCTORY PERIOD

The introductory period is used by the department head to observe the employee's ability to satisfactorily perform assigned duties and responsibilities. During the introductory period, the employee is expected to demonstrate the necessary skills and abilities to perform the duties for which he/she is employed.

The department head, when assessing the employee's performance and suitability for continued employment, will pay particular attention to punctuality, attendance, willingness to work with others, and positive response to supervision. Successful completion of an introductory period does not imply guaranteed continued employment with the county.

New Hire (including re-hire)

New full-time and part-time employees shall be required to serve an introductory period of six (6) months. Employees of the Law Enforcement Center will be required to serve a one (1) year introductory period. An employee shall be removed from original status on the day following the end of the introductory period, unless notified of extension or dismissed by the department head.

Full-time and part-time new hires must complete and pass a mandatory Physical Capacity Profile test at a company designated by the County, as a condition of employment. The costs of the test will be paid by the County.

Introductory Period for Promotions

All employees who are promoted shall be required to serve an introductory period as defined by their Department Head in the new job classification before being confirmed in the new appointment.

Transfer During Introductory Period

An employee who is transferred (promotion, demotion, lateral move or move to a lower position) within a department while serving an introductory period may have his/her introductory period extended, at the discretion of the department head.

If an employee cannot or does not perform satisfactorily in the position to which he/she is transferred, the elected or appointed official may transfer the employee to another position of either the same salary grade or a lower salary grade. If no other position is available for transfer, the department head may reassign the duties of the employee, reclassify the employee to a classification of a lower salary grade, or dismiss the employee.

Extension of Introductory Period

A department head may extend the introductory period of an employee for reasons of performance or transfer for a period not to exceed a total of one (1) year from the date of hire or rehire or transfer. The employee shall be notified in writing of the extension.

- a. The notification of extension shall include the specific period of extension. In cases of extension for performance reasons, the employee shall be provided specific performance improvement requirements.
- b. Notification of extension must be accomplished before the expiration of the introductory period and shall NOT be backdated once the introductory period has ended.

Completion of Introductory Period

Completion of the introductory period in no way implies either a contract of continued employment with the county or creation of a property interest in employment with the county. The employee and employer relationship is for the mutual benefit of both parties and either party may sever the relationship at their will at any time.

PERSONNEL CLASSIFICATIONS

A. FULL TIME EMPLOYEE

An employee who is hired to work a minimum of 40 hours per week, 52 weeks per year or the equivalent and is entitled to all employee benefits.

B. PART TIME EMPLOYEE AND TEMPORARY EMPLOYEE

An employee hired on a part time or temporary basis, less than 40 hours per week, and whose hourly rate of pay and term of employment is determined by the department head/elected official. There shall be three (3) classes of part time employees.

1. Class A part time employees shall be those employees who work at least 40 hours per pay period but less than 80 hours per pay period. These employees shall be identified as regular part time employees. Their holiday pay and vacation shall be prorated to the number of hours per pay period normally worked.
2. Class B part time employees shall be those employees who work less than 40 hours per pay period on an occasional basis. Class B employees are not entitled to holiday pay, vacation time or sick leave.
3. Class C employees shall be identified as seasonal and/or temporary employees and will be hired on a temporary/seasonal basis only. Class C employees are not entitled to holiday, vacation time or sick leave.

Part time Class A, B, & C employees should reference the appropriate sections in this handbook for possible retirement, insurance and sick leave benefits.

Examples of pro-rating for holiday pay and vacation time for Class A part-time employees:

- 40 hours worked per period times 26 periods = 1040 hours per year.
- 1300 hours divided by 2080 hours per year = .500% part-time hours per year.
- 10 days' vacation times 8 hours per day times .500% = 40 hours allowed vacation time for a part-time 25 hour per week employee.
- 12 days' holiday time times 8 hours per day times .500% = 48 hours of holiday pay.
- 12.5 days' holiday time times 8 hours per day times .500% = 50 hours of holiday time.

C. LAW ENFORCEMENT CENTER EMPLOYEE

Law Enforcement Center employees include all employees of the Saline County Sheriff Office, Corrections and Communication Center. Part-time Law Enforcement Center employees will also include a classification of A or B or C.

HOURS OF WORK

For most full time County Employees, regular hours of work each day shall be consecutive (except interruption for lunch periods) and shall consist of 40 hours to be worked normally in 5 consecutive 8-hour days. The workweek will commence at 12:01 a.m. on Saturday and end at 12:00 midnight on Friday. All employees shall be scheduled to work on a regular work shift, as designated by the respective department head/elected official, and each shift will have a regular starting and quitting time.

It is the policy of the County to keep accurate records regarding time worked (including overtime hours where applicable) and work attendance for non-exempt employees so that they may be compensated in compliance with Federal, State, and local guidelines concerning wages and

compensation. Each employee is expected to record their own time in the County approved electronic time-keeping system. Employees must record their time before beginning work, at the beginning of the lunch period, upon returning from lunch and after finishing work. The County will round employee timesheets to the nearest 1/10 of an hour. Each pay period shall consist of two weeks. It is the responsibility of each employee to see that their time card is completed accurately and to verify such accuracy prior to their time card being remitted. It is also the responsibility of the employee's supervisor or the designee to approve the accuracy of the time cards by approving through the electronic time keeping system prior to submission. Time cards must be approved by 5:00pm the Tuesday prior to payroll being due. Please see the Board approved calendar for due dates.

An employee will be granted a fifteen (15) minute rest period, restricted to the job site, during the approximate middle of each one-half (½) shift; provided, however, that the needs of the public are met.

Employees shall be given a reasonable notice of shift changes and starting times except in case of emergency to include but are not limited to snow, flood, tornado, wind damage, etc.

Due to the nature of our organization, and in order to meet the needs of our citizens, it may be necessary to work at times or on days normally not scheduled.

*Road and bridge employees may have a summer work schedule which may vary from the regular hours described above.

*Law Enforcement Center employees may have a work schedule that differs from the regular hours of work described above.

In such cases where a county employee is called upon or dispatched to assist during a local emergency in his or her voluntarily assigned capacity, such as a firefighter/EMT, that employee shall receive their regular pay just as if they had performed their normal county related duties when such duty is requested during the employee's normal work hours.

COMPENSATION

Generally, adjustments to employee's wage levels are made at the beginning of each calendar year. In such cases, as is often measured in advance to ensure timely implementation, notification of such changes shall be made to the County Clerk's Office prior to the final pay period of the preceding year.

Overtime

Employees that are deemed non-exempt under the Fair Labor Standards Act (FLSA) and who work in excess of forty (40) hours per week, shall receive overtime pay or compensatory time at a rate of time and one-half (1 ½) for all hours worked over forty (40) in a work week.

The FLSA provides certain exemptions to these overtime provisions when it comes to Public Agency Law Enforcement personnel. In particular, the FLSA provides a complete overtime exemption for any employee of a public agency who in any given week engages in law enforcement, including security personnel in correctional institutions, if that public agency employs fewer than five such employees during the work week. See 29 U.S.C. 213 (b) (20); 29 C.F.R. 553.200 et seq.

For the purpose of computing overtime, the work week will commence at 12:01 a.m. Saturday and end at 12:00 midnight on Friday. Days off, such as vacation, sick leave, and holidays, shall not be included in the accumulation of hours worked.

Adjustments may be made to an employee's hours in an effort to maintain the hours worked by an employee at or below forty (40) in a week. Such adjustments must be made prior to the time an employee works forty (40) hours in a week. Once an employee has worked over forty (40) hours, payment for time in excess of forty (40) hours must be at time and one-half (1 ½) or given in compensatory time at time and one-half (1 ½). The department head and the employee shall agree to the method in which payment is to be made at the time the overtime hours are worked. Any adjustment to which method of compensation is agreed upon shall also be provided to the payroll clerk in writing no later than, and so indicated on, the submission of the timesheet.

If an employee has any questions about their paycheck, or believes that a mistake has been made on their paycheck, they should contact the County Clerk immediately. The County wants all its employees to receive everything they have earned.

Regulations

1. Authorization to work overtime shall be obtained from the employee's immediate supervisor prior to working overtime hours.
2. Failure to obtain authorization before working overtime may subject the employee to disciplinary action.
3. Employees working more than forty (40) hours per week must be credited overtime during the week in which it was earned; except in cases where compensatory time has been previously agreed upon in lieu of overtime payment.
4. At no time will previously accrued compensatory time be converted to cash payments, with the exception of an employee's separation from employment.

Compensatory Time

Upon proper authorization, up to 40 hours of compensatory time may be accumulated by an employee. All Roads Department Employees may accumulate up to 116 hours per week per Union contract. Time accumulated over the above noted amount shall be paid at time and one-half rate. Payment of overtime shall be paid at the employee's current hourly rate. The county will allow the employee reasonable use of compensatory time. All unused compensatory time remaining when the employee leaves the employment of the county shall be paid at the employee's current hourly rate.

Employees who have accrued compensatory time off may request the use of compensatory time and shall be permitted to use such time if its use does not unduly disrupt the operations of the department and upon notification and approval of their supervisor.

Travel Time

Generally, travel from home to work is non-compensable. Travel that is required by the County during an employee's workday ordinarily is compensable (such as travel from one work site to another).

For travel away from home community for non-exempt employees:

- For special ***one-day assignment*** to another city, all travel time is compensable.
- For ***overnight*** travel, away from the normal workplace, all travel time which occurs is compensable (even if travel time occurs on Saturday, Sunday or holiday). However, regular meal period time is not counted.
- While away from home, non-work time is non-compensable (i.e., sightseeing, regular meal periods, etc.).

All compensable travel time is included in hours worked for purposes of determining any overtime pay due during a workweek. Employees must accurately record compensable travel time hours just as they record other hours worked. Employees should contact the Saline County Clerk's Office at 402-821-2374 if any other questions about recording or compensation for travel-related time arise.

Travel Expenses

Conferences - County representative expenses - Expenses incurred by a County officer, employee, or such representative while attending a County Association agency sponsored conference may be paid. Payment may be made directly to a vendor or as reimbursement to an employee for expenses incurred on behalf of the County. Original invoices, receipts, or statements showing the date and purpose of the conference must be attached to the payment document. The payment of meals and nonalcoholic beverages for County employees attending a County Association agency sponsored conference is allowable if the employee is in travel status or the meal is included in the overall conference pricing.

Lodging - Employees shall report only actual expenses paid for lodging. Business telephone calls and parking charges incurred at the lodging site may be included on the lodging bill. Lodging expenses may either be directly billed to the County or claimed on an expense reimbursement sheet. If claimed on an expense reimbursement sheet, detailed receipts for lodging are required to be filed with the claim. Lodging may be reimbursed when an employee is "away from home overnight". The Internal Revenue Service states: "You are away from home overnight if your duties require you to be away from the general area of employment for a period substantially longer than an ordinary day's work and, during released time while away, it is reasonable for you to need and to get sleep or rest to meet the demands of your employment or business. The absence must be of such duration that you cannot reasonably leave and return to that location before and after

each day's work."

Sales to the County are exempt from Nebraska sales, use and lodging tax. Therefore, if in-state lodging expenses are directly billed to the County, the employee should present a completed copy of the Nebraska Resale or Exempt Sale Certificate to the lodging establishment if they have not previously possessed this information.

County representatives should generally be more than 60 miles from his or her workplace in order to be eligible for lodging. The County realizes there may be reasons to pay for lodging for distances less than 60 miles. Such reasons include, but are not limited to work requirements, medical conditions or weather; in those instances, the reason must be clearly stated on the disbursement/claims document.

Substantiation of Expenses - Under our accountability plan, the Internal Revenue Service requires employees to substantiate the cost for travel, lodging, meals, and other expenses. To be reimbursed, the expense must be a necessary expense, incurred in the line of duty, reason/purpose of the expense must be clearly stated, all start/stop dates and times must be recorded, and the amount of the expense must be substantiated.

Meals

Overnight Travel - Employees traveling on County business shall claim only actual amounts paid for food/meals and up to 15% gratuity. Employees should not submit claims based on any per diem amount. No reimbursement may be made for alcoholic beverages. County Departments/Employees are responsible to see that all submitted claims for food/meals are adequately substantiated. Unsubstantiated food/meals should not be reimbursed. Receipts are required.

Breakfast - When an employee leaves for overnight travel at or before 0630, breakfast may be reimbursed.

Lunch - When an employee leaves for overnight travel at or before 1100 or returns from overnight travel at or after 1400, the noon meal may be reimbursed.

Supper - When an employee leaves for overnight travel at or before 1700 or returns from overnight travel at or after 1900, the evening meal may be reimbursed.

One-Day Travel - At the Department Head's discretion, one-day travel meal expenses may be reimbursed when it is deemed necessary for the working conditions of the employee. All one-day travel meals are to be considered a taxable fringe benefit. Only actual amounts paid for meals may be claimed plus up to 15% gratuity. No reimbursement may be made for alcoholic beverages.

NOTE: Meal expenses incurred in the city or town in which the residence or primary work location of the employee is located, are not reimbursable.

The IRS has taken the position that reimbursement for meal expenses incurred on one-day travel is taxable income to the employee. The reimbursements will be added to the employee's gross wages and payroll taxes will be withheld accordingly. Reimbursement to one employee for two or more employee's expenses will not be allowed for one-day travel food/meals because of this

provision.

Breakfast - When an employee leaves for one-day travel at or before 0630 or 1 1/2 hours before the employee's shift begins, whichever is earlier, breakfast may be reimbursed.

Lunch - Noon meals for one-day travel may be reimbursable if approved by the Department Head when found necessary for the working conditions of the employee.

Supper - When an employee returns from one-day travel at or after 1900 or 2 hours after the employee's shift ends, whichever is later, the evening meal may be reimbursed.

NOTE: The time limitations set forth in this policy do not include the time taken for the meal.

Personal Automobiles - An employee will be reimbursed for use of a personal vehicle while on County business (this does not include commuting miles) at the prevailing standard rate as established by the Internal Revenue Service through its Revenue Procedures. However, the County may, at its determination, require employees to utilize county-owned vehicles (as opposed to personal vehicles) if the use of the county-owned vehicle would be equally practical and more economical.

Receipts

Detailed receipts are required as support for all expenditures. Detailed receipt is defined as a receipt that shows a listing of each item purchased and the related cost. Detailed receipt does not include the receipt copy that only identifies an amount that is being charged to the employee's credit card.

In the absence of detailed receipts supporting an employee's claim, the County will require a written acknowledgment that after-the-fact documentation will be provided. This documentation may be a copy of:

1. Canceled check;
2. Charge card slip and signed written explanation; or
3. Subsequently acquired receipt and signed written explanation.

If receipts have been lost, or where a receipt was not provided (such as when only one meal receipt is provided per table), the employee should create and present an affidavit.

NOTE: This policy is for the convenience of the County and the employee. The absence of after-the-fact documentation may necessitate the discontinuation of this process and the subsequent inability to reimburse employees when receipts are not available.

Reimbursement to One Employee for Two or More Employee's Expenses - One employee may be reimbursed for actual expenses incurred on behalf of another County employee, such as when two employees sharing a motel room are billed jointly and one employee pays the bill. The employee to be reimbursed must provide the same detailed information that would have been required of each County employee had they been billed individually. In all cases when one employee is requesting reimbursement for expenses of more than one County employee, detailed receipt policies must be adhered to, employees' names listed and documents cross-referenced, when applicable. If two employees are billed jointly, but each pays half and each requests

reimbursement separately, the documents must be cross-referenced, since one employee usually may not have a detailed receipt.

Employee Signatures - The employee claiming reimbursement of expenses must provide an original signature on the expense document or submit the document with an electronic signature. Supporting documentation must be maintained by the agency for those documents submitted with an electronic signature.

BENEFITS

This section of our handbook is meant to highlight some features of county benefit programs. In the event of any contradiction between the information appearing in this handbook, and the information that appears in the master contract/document, the master contract/document will govern.

To ensure that the County complies with all requirements of the various benefit companies, changes should be made during the enrollment periods, except to accommodate legitimate life-changing events. In such cases, every effort should be made to notify the County Clerk's Office a minimum of 15 days in advance of changes in benefit enrollment.

The right to amend or terminate any of these programs or to require increases in employee premium contributions toward any benefits is at the County's discretion.

Workers Compensation benefits

Employees may receive worker's compensation benefits if injured on the job, or if they contract an employment-related disease. Worker's compensation benefits shall not be received if the employee was willfully negligent at the time of injury or under the influence of drugs or alcohol.

Employees shall report all such incidents or work-related injuries to their supervisor **immediately upon notice of injury**, or as soon as practicable after the appearing thereof, according to Nebraska laws, in order to obtain proper medical treatment and to complete the required forms.

Eligibility for worker's compensation benefits is determined on the basis of an accurate report of the incident as well as the time frame in which it is reported.

A report showing the date of the incident, how it happened, name of doctor, names of witnesses and other information will be filed with the County Clerk's Office as soon as possible. The county will pay the employee's salary the first week while he/she is out of work due to the injury. The purpose of the salary payment will be to eliminate the employee from having to use sick leave. However, in the event workmen's compensation pays for that week then the employee shall reimburse the county for the amount paid by workmen's compensation. Payment shall be made to the county at the time employee receives payment from workman's compensation.

An employee who is determined to be disabled and unable to work due to a work-related injury would be compensated at an amount determined by the worker's compensation laws in effect at

the time of injury or disability. Medical expenses incurred in the treatment of an injury or illness determined to be work related will be paid upon receipt of documented medical statements supporting the claim.

Employees with further questions may contact the NIRMA Office at 1-800-642-6671.

The Nebraska Intergovernmental Risk Management Association (NIRMA) is a not-for-profit, member-owned and operated risk management and self-insurance pool designed by and expressly for Nebraska counties.

Created in 1988 under the Intergovernmental Risk Management Act (Neb. Rev. Stat. 44-4301 to 44-4339) and the Interlocal Cooperation Act (Neb. Rev. Stat. 13-801), NIRMA is subject to all applicable rules and regulations of the Nebraska Department of Insurance.

Under the NIRMA flagship there are actually two pools – NIRMA, which provides property and general liability coverages, and NIRMA II, which offers workers' compensation coverage.

Health Insurance

All full time and Class A part-time employees are eligible for health insurance with the group programs carried by companies chosen by the County Board. The county contributes 100% of the monthly premium cost for the coverage for the employee. Dependent coverage is available and the cost of dependent coverage will be at the employees expense. Rates depend on the chosen plan. See plan documents, which can be obtained from the Clerk's Office, for detailed information.

Eligibility for group health coverage begins the first of the month following 30 days of employment. Eligibility ceases the last day of the month in which employment ends, however COBRA (Consolidated Omnibus Budget Reconciliation Act) qualifying events and HIPAA (Health Insurance Portability & Accountability Act of 1996) may apply.

The County allows employees to opt out of the County sponsored health insurance plan provided they can show proof of adequate health insurance coverage from another source, typically a spouse or parent's plan, or the selected option favoring Medicare enrollment. Those employees who choose to opt out of the health insurance plan will be reimbursed by the County at the rate set by the Board annually. The application to opt out must be submitted on an annual basis during open enrollment. An employee can enroll in the opt out option at any time during the year if there is a life changing event that qualifies them to drop County insurance.

Flexible Spending Accounts (FSA) and Health Savings Accounts (HSA)

Saline County offers a Flexible Spending Account (FSA) and Health Savings Accounts (HSA) to put pre-tax money aside to use to pay for certain out-of-pocket health care costs. Please see enrollment documentation for employer contributions and specific plan information.

Dental Insurance

All full time and Class A part-time employees are eligible for group dental insurance, which becomes effective the first of the month following 30 days after the date of hire. The county pays the employee premium.

Family coverage is optional for dental insurance. The employee is responsible for the remittance of the family premium.

Vision Insurance

All full time and Class A part-time employees are eligible for group vision insurance, which becomes effective the first of the month following 30 days of employment. The employee pays the premium for vision insurance.

Life Insurance

All full time and Class A part-time employees are eligible for group life insurance, which begins the date that employment begins. The county pays the employee premium.

Class C part-time employees are not eligible for group health, dental, vision or life insurance coverage.

Long Term Disability

All full time and Class A part time employees have automatic coverage should they become disabled. Coverage provides 50% of their salary up to a maximum annual amount of \$20,000 (benefits begin after 120 days of disability). There is no cost to the employee for this coverage. The buy-up plan, provided by the employer, provides for coverage of 60% of his/her salary up to a maximum annual amount of \$90,000 (benefits begin after 90 days of disability). Long term disability coverage begins the first of the month following 30 days of employment.

Employee Assistance Program

Saline County, as an employer, recognizes that a wide range of personal problems, not directly associated with job function, may affect employee job performance. In many instances, employees may overcome these personal problems independently with little, or no, affect upon job performance. However, for some situations, professional help may be needed.

It shall be the policy of Saline County to encourage employees to seek assistance for personal problems. Saline County shall make the services of Continuum Employee Assistance available to all employees, immediate family members of the employee including the employee's spouse, dependent children, and significant others of the employee.

These services will be kept confidential by Continuum Employee Assistance and will in no way affect job security or possibility of promotion.

Access: Use this valuable service whenever desired. It's easy to access, free and confidential. Continuum EAP can be contacted at 402.476.0186 or 800.755.7636. Check this service out at: www.4continuum.com. Connect with them also via email at eespecialist@4continuum.com. A variety of online resources are available by logging into the employee portal with group login credentials. Please contact the Clerk's office for this secure information.

Employees are eligible to receive the following services from Continuum Employee Assistance Program (EAP):

Confidential Counseling Services - Continuum EAP is intended to serve as an effective liaison between the employee and qualified, affordable referral sources in their community. Continuum EAP is not designed to provide ongoing counseling or treatment services to employees. Continuum EAP client services include problem assessment, short-term EAP counseling, referral to an appropriate community resource for continued care, consulting and follow-up.

Employee Assistance services are provided without charge to the employees and their immediate family members. The cost of referrals beyond Continuum EAP will be the employee's responsibility. If a referral beyond Continuum EAP is necessary for continued counseling or treatment, Continuum EAP will work to match the client with the most qualified and affordable resource.

A 24-hour telephone crisis line is available seven days a week for emergency counseling services.

All Continuum EAP records of employees seeking assistance will be kept confidential within statutory guidelines and will not be noted in any official company record in the employees' personnel file, or company medical files. Information from Continuum EAP records may only be released with the written permission of the employees.

Confidentiality will only be limited in the case of life-threatening events such as suicide, homicide, child or elder abuse or neglect, or when court ordered. In such cases, counselors are required by law to report to the appropriate agencies and may have to communicate without the permission of the client.

Work-Life Services - Employees and family members of Saline County will be able to access Life Enhancement services including information, education and resources on such topics as childcare,

parenting, care giving, etc. These services may be provided via telephone, mail, e-mail or face to face.

Legal Services - Free initial consultation and referrals are provided face-to-face or by telephone with attorney firms selected by EAP. These referrals are based on the client's personal concerns and not related to the workplace.

Supervisory Training and Ongoing Consultation - Assistance is available to all management/supervisory personnel involved with an employee with job performance problems. Formal EAP training focuses on how to work effectively with employees with unsatisfactory work performance. Ongoing consultation services include assistance in documenting job performance problems, preparing for a corrective interview, referring to Continuum EAP and monitoring job performance after EAP contact.

Types of Referral - Referrals to Continuum EAP will either be 1) a self-referral by the employee or member of his/her immediate family or 2) a supervisory referral because of job performance problems.

- Self-Referral. A self-referral can be made when the employee or family member wants to discuss a personal, behavioral, or health problem and desires assistance on ways to deal with their situation. The employee or family member may contact Continuum EAP directly for an appointment.
- Supervisory Referral.
 - a. Responsibility of Management/Supervisory Personnel. Supervisory personnel shall be responsible to promote the availability of Continuum EAP to their employees. It is recognized that it is not the manager's role to assess personal problems of the employee. Necessary referral for assessment will be based on documented unsatisfactory work performance, which cannot be corrected through standard corrective procedures or through the employee's individual efforts.
 - b. Responsibility of the Employee. The employee has the option to follow through with the manager's recommendation to contact Continuum EAP and to cooperate with the prescribed counseling or therapy. Employees who refuse assessment and referral services of Continuum EAP, or who utilize EAP services and do not respond to ongoing assistance, will be handled in accordance with standard administrative and disciplinary policies for unacceptable job performance.

Role of Continuum EAP. Continuum EAP is intended to serve the needs of both Saline County and the employee. Continuum EAP recognizes due process in personnel procedures and shall not attempt to negotiate a dispute.

Dependents. Since employees work performance may be affected adversely by the problems of spouse or other family members, Continuum EAP also is available to immediate family members

and significant others of the employee. Immediate family members include a spouse, unmarried children under 19 years of age or through 24 years of age if a full-time student.

Leave. Employees are encouraged to seek assistance from Continuum EAP around their normal work hours in order to avoid any interruption of customer services and workflow. Procedures for using sick leave for EAP sessions during work hours are the same as for any other medical appointment.

Leave will be granted to employees for extended treatment or rehabilitation as in any other illness. Saline County will not be obligated to pay fees for referral resources beyond Continuum EAP.

Retirement

1. **Mandatory membership:** Permanent (as so defined in the Nebraska County Employees Retirement System Handbook), full-time employees who work one half or more of the regularly scheduled, 40-hour work week during each pay period must enroll in the Nebraska Public Employees Retirement System. This includes full-time employees and part-time class A employees.
2. **Elected Officials:** Elected officials must join the plan upon taking office. If appointed to fill a vacancy in an elective office, they are considered an elected official. There may be circumstances where part-time elected officials are not required to join but may do so under voluntary membership. Those officials may check with the Clerk's office for added information and/or explanation.
3. **Voluntary Membership:** Permanent (as so defined in the Nebraska County Employees Retirement System Handbook), part-time employees may elect voluntary membership if they work less than one-half of the regularly scheduled work week during each pay period and have attained the age of 20. Participation is also voluntary for permanent, full-time employees who work on a *seasonal* basis. (This includes Class C employees.)
4. **Temporary Employees:** Temporary employees are not permitted to join the Nebraska Public Employees Retirement System (This includes Class C employees and anyone not considered permanent (as so defined in the Nebraska County Employees Retirement System Handbook), full-time or part-time).

Once membership is elected, members are subject to all provisions of the plan and may not withdraw or cancel participation until employment ceases.

1. **Vesting Credit:** If a full-time employee had participated in another Nebraska governmental plan, participation may count toward vesting. To qualify, the employee must complete an Application for Vesting Credit and submit to NPERS **within 180 days** of the date of hire. The employer is to provide this form to all

employees *upon hire*. If an employee has prior participation in another Nebraska governmental plan, it is their responsibility to provide NPERS with the completed application. **If the employee fails to apply for vesting credit within 180 days of the date of hire, they are not eligible for vesting credit.**

Exceptions - The following employees do not participate in the county plan:

- a. Persons eligible for membership in the Nebraska School Employees' or Nebraska State Employees' Retirement Systems;
 - b. County Extension Agents Educators and members of their staff who are eligible for participation in either a Federal or University of Nebraska retirement plan.
2. Contributions: As a member, an employee will contribute 4.5% of gross earnings to an account established on their behalf (6.5% for Sheriff and Deputies).

The County will match contributions at the rate of 150% of the employee contribution (8.75% of gross earnings for Sheriff and Deputies), which is credited to a separate employer account.

3. Investment Options: As of January 1, 2003, all new members are automatically enrolled in the Cash Balance Benefit plan. For details, see the County Employees Retirement System brochure.
4. Death Benefits: Refer to the current retirement handbook for death benefit options
5. Beneficiary Designation: Updating the beneficiary designation will ensure that benefits are paid promptly and properly. Employees should review the choice of beneficiaries frequently, but especially when:
 - An employee retires;
 - A beneficiary marries or is divorced;
 - A beneficiary dies;
 - A beneficiary changes his or her name;
 - An employee has a child.
6. Retirement Eligibility: Employees are eligible for retirement benefits on or after their 55th birthday, provided they are no longer working for the county.
7. Vesting: At age 55 employees are "vested," which means they are eligible for the county matching account, regardless of how long they have been a member of the plan.
8. Benefits Determination: Determination of benefits is explained in the Retirement handbook.

9. Termination: If an employee quits working for the county before they are eligible to retire (retirement eligibility begins at 55), the options available are explained in detail in the retirement handbook.
 - Contact the County Clerk's office for any forms needed.
 - Employees should contact the County Clerk's office if they are planning to terminate employment or retire for current information and procedure.
 - Employees may also contact Nebraska Public Employees Retirement Systems at 1-800-245-5712, or by visiting the NPERS website at npers.ne.gov.

Changes and Termination of Benefits

The County Clerk's office shall be notified immediately, in writing, if an employee has a family status change. Notification of cancellation of benefits must be received in writing by the County Clerk's office on or before the 15th of the month preceding the month in which you wish to cancel coverage. The County Clerk's office shall be notified immediately, in writing, if an employee is terminating employment with Saline County. Specific benefits for each plan are outlined in the material provided at the time of employment.

Saline County Employee Recognition Policy

Per State Statute 13-2203(2)iii, Saline County may provide a recognition dinner each year for all employees and volunteers of the local government body. The maximum cost for each employee shall not exceed \$50.00. Any expenditures of public funds for recognition serving the local government body shall be decided in a public hearing to establish a policy which sets a dollar limit on the value of the item to be awarded, not to be amended or altered more than once in any twelve-month period.

- 1) Saline County will have a recognition program annually to recognize permanent employees for their continuous years of service per statute 13-2203.
- 2) Years of service will be recognized starting at the 10th year of continuous employment and at 5-year increments after that.
- 3) An Employee recognition Committee shall be formed with representation from each office.
- 4) A yearly budget hearing will be held to approve the budget for the employee recognition program.
- 5) Gift Cards will be purchased by the Committee for that year's honorees. (*Note: There will be tax implications on all awards).

Gift Threshold Amount:

10 Years of Service: (\$50)
15 Years of Service: (\$75)
20 Years of Service: (\$100)
25 Years of Service: (\$125)
30 Years of Service: (\$150)

35 Years of Service: (\$175)
40 Years of Service: (\$200)
45 Years of Service: (\$250)
50 Years of Service: (\$500)

All benefit plans are subject to change.

LEAVES OF ABSENCE

The county may grant an employee the following leaves of absence. Each request for a leave of absence will be considered individually. The department head shall take into account the nature of the request and how such a request would affect the department. The department head must approve any request for a leave of absence.

Unpaid Leave of Absence

All unpaid leaves of absence are as identified - without pay, unless the employee has accrued paid time off, in which case such paid time must be used before the approved, continuation of unpaid leave would commence. Employees needing to take a leave of absence for personal or medical reasons from time to time will find helpful information in the following sections: vacation leave, sick leave, FMLA leave, etc. All employees become eligible for unpaid leaves of absence after completing one year of employment. The maximum length of time available for an unpaid leave of absence is one year. However, leaves prior to completing one year of employment and extensions of leave period will be considered on a case-by-case basis. All benefits, including seniority, shall cease or be pro-rated, whichever is appropriate, during an unpaid leave.

Employees who expect to be absent for more than 30 days must submit a request for a leave of absence to their department head as far in advance of the anticipated leave date as practicable. In most cases, a request should be submitted at least 15 days prior to commencing leave. If the absence is due to an emergency, the employee or a member of the immediate family must inform the department head as soon as possible, normally within one to two days.

The County will attempt to hold the employee's position open during the approved, unpaid leave of absence. However, the County retains the right to fill the position should it become necessary, unless otherwise prohibited by law. If that situation arises, the employee on leave will be notified and offered the opportunity to return to work early. If the employee is unable to return, the County will attempt to secure a suitable position for the employee when he or she is available to return to work. Failure to report on the designated date without approval will be grounds for dismissal.

Sick Leave

1. PURPOSE - The purpose of sick leave is to provide a benefit to those eligible County employees who are unable to attend work due to illness, injury or temporary disabilities.

The County, in recognition of the welfare of all employees, understands, acknowledges and agrees that each employee should make every reasonable effort, to accumulate as much of their accrued sick leave hours possible as insurance for future sick leave occurrences, especially those of a prolonged nature which may be required because of a lengthy convalescent period taken in conjunction with a major surgical operation, injury, illness or disability which are not job-related.

2. CONDITIONS FOR USING SICK LEAVE - Sick leave will be considered for a non-work-related bona fide illness or injury. Employees will be entitled to utilize earned sick leave for treatment of drug or alcohol addiction, injury, pregnancy, or sickness, which renders an employee incapable of performing his or her required job duties, for medical and dental care, or for exposure to contagious disease under circumstances in which the health of other employees or the public would be endangered by the employee's attendance on duty. An employee may take sick leave if a member of his/her immediate family is sick or injured or needs to obtain medical, surgical, dental or optical examinations or treatments. For the purpose of this section immediate family member shall mean spouse, child or parent. At the elected official/department head's discretion, the definition of immediate family member may be broadened (guardian, foster parent, step children, etc.).
3. ACCRUAL - Full-time employees shall be credited sick pay benefits at a rate of three and eight one-hundredths (3.08) hours per pay period while employed in paid status.
4. Regular part-time Class A employees shall be credited 1.54 sick pay hours per pay period while employed in paid status, not including overtime hours.

Class C employees shall not accrue sick leave.

5. ACCUMULATIONS - The sick leave account of each employee shall be balanced to a maximum of six-hundred forty (640) working hours on December 31 of each year. Sick leave may be accumulated in excess of six hundred forty (640) hours during a year, but the excess shall be forfeited when balanced.
6. REQUEST FOR SICK LEAVE - When possible, sick leave shall be requested in advance by submitting their request in the County approved electronic record keeping system. In the case of illness, injury, emergency or any other absence not approved in advance, the employee shall inform the elected official/supervisor of the circumstances as soon as possible.

Sick pay will be paid only for approved absences and for time when the employee would normally be scheduled to work.

- a. FOR SICK LEAVE APPROVAL, EMPLOYEES MUST DIRECTLY CONTACT THEIR IMMEDIATE SUPERVISOR/ELECTED OFFICIAL.

Employees on sick leave for three (3) consecutive days shall be required to submit a physician's certificate, unless waived by the supervisor/elected official. The cost of the appointment shall be paid by the employee. For a lesser period of absence, the supervisor/elected official may, at their discretion, require evidence of illness from a physician or other substantial evidence as requested by the supervisor/elected official. Sick leave does not count as hours worked for the purpose of calculating overtime.

- b. Sick leave shall not be used as vacation leave, however, upon written request, vacation pay may be used to compensate during illness when all sick leave has been exhausted.

- c. Holidays that occur during the period an employee takes sick leave will not be counted as sick leave and time will not be deducted from the employee's sick leave bank.

- d. Sick leave shall be denied when the elected official/supervisor has facts showing that the employee is abusing sick leave. Abuse of sick leave may be grounds for discipline up to and including dismissal, should the elected official/supervisor have facts showing the abuse.

7. FORFEITING OF SICK LEAVE UPON SEPARATION - All sick leave expires on the date of separation, except 25 percent of the sick leave the employee has accrued (up to 640 hours). This amount will be paid out at the time of retirement, resignation, or death, provided the employee has been employed with the County for five (5) consecutive years. Sick leave pay will be paid at the employee's current hourly wage. The remaining 75 percent of sick leave shall be forfeited upon separation from employment. If the termination is involuntary, 100 percent of accrued sick time will be forfeited.

Catastrophic Illness Leave Donation

An employee requesting Catastrophic Illness Leave Donation must complete a Request for Catastrophic Leave Donation form and have their physician complete a Physician/Practitioners Certification form provided by the County. This information will then be forwarded to the Saline County Board of Commissioners for their consideration. Catastrophic leave will be available only to employees who have exhausted their own paid leave through bona fide serious illness or accident.

NOTE: Catastrophic Leave is not to be confused with the processes relative to the Family Medical Leave Act or the guidelines and/or policies within this manual relative to FMLA. It is likely Catastrophic Leave and FMLA will run concurrently.

Catastrophic illness leave eligibility requires that the employee have an illness or condition that meets the following criteria:

1. Must have worked for the County for twelve (12) months or fifty-two (52) weeks. The twelve (12) months or fifty-two (52) weeks need not have been consecutive
2. Has an illness or injury resulting in a prolonged absence of at least one continuous month during the past six months, or anticipates a prolonged absence of at least one continuous month
3. Produces satisfactory medical verification
4. Has successfully completed their introductory period with Saline County
5. Has exhausted all earned leave time
6. Must not have offered anything of value in exchange for the donation

Use of catastrophic illness leave benefits are limited to eighty (80) hours of paid leave for the employee depending on fund availability. More leave may be granted upon board approval up to two hundred forty (240) hours annually:

To ensure consistency with the Saline County system in determining whether the illness or condition warrants the use of the Catastrophic Illness Leave Donation Program, the Family Medical Leave Act guidelines, excluding normal pregnancy, birth of a child and/or adoption or foster care, will be followed which include, but are not limited to the following:

1. Inpatient care and subsequent treatment in connection with such care;
2. Continuing treatment by a health care provider, which includes a period of incapacity and any subsequent treatment or period of incapacity relating to the same condition.

Employees making donations must complete and sign, along with the signature of their departmental supervisor, a Donation Form for Catastrophic Illness Leave and send the form to the Saline County Clerk.

The employee's donation will be credited to a holding account established for this purpose using the donor's hourly rate of pay multiplied by the number of hours donated.

Eligibility of Donor:

1. Must not have solicited or accepted anything of value in exchange for the donation.
2. Must have remaining to his/her credit at least eighty (80) hours of accrued sick leave, after donation.

Once a request has been made by an employee for sick leave from the Catastrophic Illness Leave Donation Program, and approved by the county Board of Commissioners, all county employees will be notified of the request at the time of receiving their next paycheck.

Employees may not donate any more than eighty (80) hours of their accumulated sick leave within one calendar year.

The Request for Catastrophic Leave Donation Form, Physician's/Practitioner's Certification Form and the Donation Form for Catastrophic Illness Leave Forms are located in the Clerk's Office.

Vacation Leave

Regular full-time and part-time class A employees shall earn vacation leave from their starting date but cannot take vacation leave until completion of their introductory period unless approved by the Elected Official/Department Head. Vacation leave must be approved by their supervisor through the County approved electronic record keeping system prior to time off. Supervisors (Elected Officials/Department Heads) shall attempt to schedule work production to allow employees to take vacation at the time requested. The needs of the department shall assume precedence in scheduling of vacations. Vacation scheduling shall be based upon efficient operation of particular work production and upon length of service.

To encourage the use of vacation time, employees may only accrue a maximum of two-hundred and forty (240) hours of vacation leave time. If the maximum accrual of vacation is reached, there will be no additional accruals of vacation until the employee's balance drops below the maximum. Part-time class A employees earn vacation leave in proportion to the time that they work. For example, a part-time employee who works on a half-time basis would earn one-half the vacation earned by a full-time employee with the same length of service.

Regular full-time and part-time class A employees begin earning vacation leave on the first day of employment. Employees shall be credited with vacation leave on a pay period basis at the rate of one-twenty-sixth (1/26th) of the total vacation allotted for the year. For the first pay period of employment, a prorated vacation credit will be calculated.

Vacation leave shall be earned with continuous and uninterrupted employment in accordance with the schedule as set forth:

<u>Year 1 – 40 hours</u>	<u>Year 9 – 112 hours</u>
<u>Year 2 – 80 hours</u>	<u>Year 10 – 120 hours</u>
<u>Year 3 – 80 hours</u>	<u>Year 11 – 128 hours</u>
<u>Year 4 – 80 hours</u>	<u>Year 12 – 136 hours</u>
<u>Year 5 – 80 hours</u>	<u>Year 13 – 144 hours</u>
<u>Year 6 – 88 hours</u>	<u>Year 14 – 152 hours</u>
<u>Year 7 – 96 hours</u>	<u>Year 15 + 160 hours</u>
<u>Year 8 – 104 hours</u>	

Holidays and non-workdays occurring during vacation leave shall not be charged against vacation leave.

Any employee who voluntarily or involuntarily terminates his or her employment will receive a lump sum payment for their unused accumulated vacation leave prorated to their date of termination. This shall include employees who voluntarily or involuntarily terminate employment during the first year of employment.

Vacation leave shall not accrue for any employee on any suspension, layoff or leave without pay. All earned vacation leave must be taken before any days are taken without pay.

Bereavement Leave

Bereavement leave of twenty-four (24) working hours' maximum with pay will be granted to an employee, by their supervisor, in the case of death in the immediate family for care and bereavement, which may include making arrangements required and/or attending the funeral of the employee's or spouse's immediate family member. "Immediate family" in this case means wife, husband, parents, children, grandparents, grandchildren, brothers, sisters or persons bearing the same relationship to the spouse. The definition of "immediate family" may be broadened (guardian, foster parent, stepchildren, etc.) at the discretion of the department head.

The purpose of bereavement leave is to allow an employee to be absent for a sufficient amount of time to attend and, if required, to make arrangements for the funeral and to handle such other personal matters as may be necessary.

Nothing contained in this section shall be construed or interpreted as automatically granting the maximum bereavement leave authorized above, especially if the employee can attend and/or make appropriate arrangements for the funeral in a lesser amount of time. The time needed by an employee for bereavement leave shall be determined taking into consideration such factors as the employee's relationship to the deceased, the involvement in arranging for the funeral, the date of the funeral in relation to the employee's regularly scheduled days off, and the travel mode and distance to the funeral. Requests for bereavement leave shall be reviewed and must be approved by the employee's supervisor/elected official.

To attend funerals of persons not in the immediate family, vacation time, compensatory time or leave without pay shall be allowed, not to exceed a reasonable length of time. The amount of time granted will be at the discretion of the supervisor/elected official.

In case of unusual circumstances, a short-term leave of absence with pay may be granted in addition to the twenty-four (24) working hours outlined above. This approval must be granted in writing prior to taking such extended leave, by the employee's immediate supervisor or department head.

Maternity Leave

An employee may request maternity leave because of the birth of a child of the employee, or because of an adoption, or newly assigned foster care of a child with the employee. SEE FAMILY MEDICAL LEAVE (FMLA) POLICY FOR PROCEDURES. The employee will likely use any sick and vacation leave accumulated concurrently with the maternity leave under the FMLA Policy.

Disability Leave

Employees may be granted a leave of absence of up to 12 weeks. SEE FAMILY MEDICAL LEAVE (FMLA) POLICY for purpose, eligibility, provisions, reasons for leave, notice of leave, application for leave, medical certification of leave, benefit coverage during leave, restoration to employment, return from leave and failure to return from leave policies.

Other Paid Leaves

1. **MILITARY LEAVE: R.R.S. 55-160 (1)** - All employees 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 a military leave of absence from their respective duties. Employees who normally work or are normally scheduled to work one hundred twenty hours (120) or more in three (3) consecutive weeks shall receive a military leave of absence of one hundred twenty hours (120) each calendar year.

Employees who normally work or are normally scheduled to work less than one hundred twenty hours (120) in three (3) consecutive weeks shall receive a military leave of absence each calendar year equal to the number of hours they normally work or would normally be scheduled to work, whichever is greater, in three consecutive weeks. Such military leave of absence may be taken in hourly increments and shall be in addition to the regular annual leave. Any remaining leave is unpaid.

2. **STATE OF EMERGENCY LEAVE: R.R.S. 55-160(2)** - When the Governor declares that a state of emergency exists, a state of emergency leave of absence will be granted until the employee is released from active service. A military leave of absence shall not be used during a state of emergency declared by the Governor. Employees shall receive his or her normal salary or compensation minus the state active-duty base pay he or she received in active service of the state. In addition, employees who: (1) are either the spouse or the parent of an individual who is called to military service lasting 179 days or longer with the state or United States pursuant to the orders of the Governor or the President; (2) have been employed by the County for at least 12 months; and (3) have worked at least 1250 hours in the preceding 12 months are eligible for Nebraska Family Military Leave Act leave. The County will provide eligible employees up to 30 days of unpaid military leave during the time state or federal deployment orders are in effect.

Eligible employees must provide at least 14 days' advance notice if they intend to take

military leave for 5 or more consecutive workdays. In addition, the County may require documentation verifying an employee's eligibility for leave.

3. JURY DUTY - When an employee is served with a notice to serve as a juror and does so serve, he or she will be excused with pay while actually on order of the court and may also retain fees paid him or her as a juror. Regular part-time employees receive pay for the hours they normally would have been at work.

The employee should notify his/her department head as soon as notice is received of the dates required for jury duty. The elected official/department head may require the employee to either provide the elected official/department head with a copy of the jury notice or a certificate of service from the court. The elected official/department head shall notify the employee of this requirement before jury service is completed.

Unless prior arrangements have been made with the elected official/department head and the employee is excused early from jury duty, he/she must return to work and complete his/her shift.

4. WITNESS LEAVE - When an employee is required by the elected official/department head or is subpoenaed to testify in connection with his or her official duties in a matter pending before a court or other administrative tribunal, such time shall be considered hours of work and the employee shall receive expenses for travel and subsistence from the County.

Any witness fee received by the employee shall be paid to the county. Any employee involved in court as a witness in a personal matter, shall be granted leave. The employee may elect to have such time charged to vacation leave or may have a leave of absence without pay.

5. Any employee attending Court as a party (plaintiff/petitioner or defendant/ respondent) to a Court case in a personal matter shall be granted leave. The employee may elect to have such time charged to vacation leave, compensatory leave or may have a leave of absence without pay.
6. VOTING LEAVE – Employees who are registered voters are encouraged to exercise their right to vote. If there is a two-hour block of time available for an employee to vote prior to or after scheduled work hours on election day, the employee must vote during that period. If there is not a two-hour block of time available, the County will permit such time off from work as may be necessary for the employee to have a two-hour block of time to vote, provided the employee requests such time off prior to the day of the election.

Holidays

Full-time employees are authorized to receive the following holidays, and others when declared by the County Board, as time off with pay:

HOLIDAY	DATE
New Year's Day	January 1
Martin Luther King Jr. Day	3 rd Monday in January
President's Day	3 rd Monday in February
Arbor Day	Last Friday in April
Memorial Day	Last Monday in May
Juneteenth	June 19
Independence Day	July 4
Labor Day	1 st Monday in September
Columbus Day	2 nd Monday in October
Veterans Day	November 11
Thanksgiving Day	4 th Thursday in November
Day after Thanksgiving	Friday after Thanksgiving
Christmas Eve*	December 24
Christmas Day	December 25

Holiday Notes:

- When Christmas Eve falls on a weekday, four (4) hours of holiday pay will be granted.
- When a holiday falls on Saturday, the preceding Friday is observed as the paid holiday. If a holiday falls on a Sunday, the following Monday will be a paid holiday.
- If the President/Governor declares a holiday, all county employees will receive that day off with pay.

When an employee is absent from work the day immediately preceding or following an observed holiday, on an authorized vacation, sick, compensatory or bereavement leave, he/she is entitled to holiday pay. However, if an employee had been absent without pay on the workday immediately preceding or immediately following the holiday, holiday pay will not be received. If an employee is requested to work on a holiday, he/she will receive premium pay (full holiday pay benefits in addition to regular pay for the hours worked on that holiday).

Law Enforcement Center employees are given 104 holiday hours per year. Law Enforcement Center employees will have those hours, at a rate of 8 hours per holiday, banked to be used at a later date. In a given year, Law Enforcement Center employees must use 50% of their holiday hours and 50% of any unused holiday pay may be cashed out following the first full pay period of the new year. (This practice is at the discretion of the Sheriff based on business needs throughout the year).

Class A & B part-time employees, as herein referred, shall be paid a percentage of holiday pay that corresponds to their percentage of working hours on an annual basis. Class A employees shall have a percentage based on regular 25 hours or more but less than 40 hours per week. Class B employees shall have a percentage based on 20 or more but less than 25 hours per week. Class C employees shall receive no holiday benefits.

An employee on unpaid leave of absence or layoff is not eligible for holiday pay. If a holiday falls during an employee's approved unpaid leave of absence, the day will normally count as part of the unpaid leave, unless to do so is prohibited by law.

GENERAL PERSONNEL POLICIES

PERFORMANCE EVALUATIONS

Employee work performance will usually be evaluated after completion of their introductory period. Additional evaluations usually occur on an employee's first anniversary date and annually thereafter.

In addition to the regular performance evaluations described above, special performance evaluations may be conducted by supervisors at any time to advise employees of the existence of performance and disciplinary problems.

The report will be discussed with the employee, who shall have the right to add their comments. The signing of the performance evaluation by the employee does not signify the employee's agreement with the content, but only that they have seen the performance evaluation, that it has been discussed with the employee, and that the employee has been given an opportunity to comment. The evaluator should sign and date the performance evaluation. If the employee refuses to sign, the department head shall document the employee's refusal on the employee's performance evaluation form.

Each employee shall receive a copy of his or her performance evaluation and a copy of each performance evaluation shall be included in the employee's personnel file.

Wage adjustments are not automatic and will be based on department head or supervisor's evaluation of employee performance, as well as economic and market conditions.

CONFLICTS OF INTEREST/ CODE OF ETHICS

An 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.

1. An employee is prohibited from using or attempting to use their official position to secure unwarranted privileges or exemptions for themselves or others.
2. Employees shall not give the impression that any person can improperly influence them in the performance of their official duties, or that the kinship, rank, position or influence of any party or person improperly affects them.
3. Employees shall not accept gifts of value or loans from persons doing business with the county which are intended to or which appear to influence the official relationship between the donor and recipient.
4. Employees shall not use public office for private gain.
 1. Employees shall protect and preserve county property and shall not use it for other than authorized activities.
5. Employees shall not engage in activities that impair the attendance or efficiency in the performance of his/her county duties.
6. Employees are expected to disclose waste, fraud and corruption to appropriate authorities.
7. Employees shall adhere to all laws and regulations that mandate equal opportunity and treatment regardless of race (including skin color, hair texture and protective hair styles), color, age (40 or older), sex, sexual orientation, gender identity, national origin, religion, disability, genetic information (as defined by the Genetic Information Nondiscrimination Act), marital status, pregnancy (including childbirth and pregnancy related medical conditions), military status, or other prohibited basis of discrimination.

OUTSIDE EMPLOYMENT

Employees may be entitled to engage in outside employment, with the prior notification and approval of their departmental head, the elected or appointed official, provided that the duties of the outside employment do not constitute a conflict of interest or conflict with an employee's job

performance with the County. Prior to engaging in outside employment, an employee must submit a request to the department head outlining the place of employment, the duties required, and the hours of work.

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, compensatory leave or leave without pay to cover his/her 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. In addition, no employee is allowed to engage in any political activity while wearing a County uniform.

All employees have the right to vote as they choose and to express their opinions on political subjects and candidates.

PERSONNEL RECORDS

The county is responsible for maintaining a personnel file for each employee. These files are confidential and are available only to the employee to whom they pertain, to the department head and to the Clerk's Office.

An employee's personnel file contains important information pertaining to employment history, including but not limited to, oath of office, requests of employment, workers' compensation claims, job classification(s), employee benefits, performance evaluation reports, probationary memos, disciplinary action documents, salary and leave history.

Personnel records are the property of the county and no person, including the person about whom the record is concerned, can take or alter information from the personnel records. Such conduct could result in severe disciplinary or corrective action up to and including termination. Employees shall make an appointment to review their personnel file.

Documentation (including performance reports) which reflects unfavorably on an employee or former employee shall not be placed in their personnel file without their knowledge. The employee, prior to it being submitted to his/her personnel file, shall sign any such documentation. If the employee refuses to sign the documentation, the department head shall document the employee's refusal and shall so note on the report and shall then submit it to the employee's personnel file.

Personnel records will be kept in part by the County Clerk (benefits, salary, etc.) and the department head who hired the employee (performance evaluations, job classification, leave history, etc.)

Because of Social Security, payroll, insurance, income tax, and other requirements, it is particularly important that employees keep the County informed about any change in the following:

- Name
- Address
- Telephone number
- Marital status
- Number of dependents
- Emergency contact

Any changes to this information should be entered into the County approved electronic record keeping system or reported to the County Clerk.

NEPOTISM

It is the policy of Saline County to hire the most qualified applicants available for any job openings. A County official or employee can employ, recommend the employment of, or supervise an immediate family member if the official or employee does not abuse his or her official position and makes a full written disclosure to the County Board.

The County Board must also approve the employment or supervisory position. In addition, no County official or employee shall employ an immediate family member (a) without first having made a reasonable solicitation and consideration of applications for such employment; (b) who is not qualified for and able to perform the position's duties; (c) for an unreasonably high salary; or (d) who is not required to perform the position's duties. Neither shall a County official or employee terminate the employment of another employee in order to make funds or a position available for an immediate family member. Exceptions to this policy will be allowed only when permitted by applicable Nebraska law.

VACANCIES AND PROMOTIONAL

VACANCIES: Job announcements posted onsite and offsite, shall specify the title of the position being announced, the nature of the work to be performed, the experience and training required, the time frame the position is open, place and manner of making application, and other pertinent information related to the position. All such announcements, along with the aforementioned information, shall be provided in advance of publication to the Clerk's Office.

PROMOTIONS: The County believes in promoting employees from within when possible. As a result, all employees may be allowed an opportunity to apply for positions in which they are interested and qualified. While most vacancies will be posted on the County's bulletin boards, there may be some cases where the County will determine it is in the County's best interests to seek outside candidates for a position, and outside candidates may be recruited simultaneously with an internal posting.

All applicants for a vacancy to be filled through promotional process must complete a County

Application for Employment to be eligible for promotion. Applications must be filed with the appropriate department head or their designated representative on or before the closing date specified in the job announcement.

SEPARATION FROM EMPLOYMENT

Employees deciding to resign or retire should submit a written resignation to their department head, stating the reason for resigning and the termination date. The County encourages all employees to submit this written notice at least fourteen (14) calendar days in advance of the final work day in order to provide the County with adequate time for knowledge and duties transfer and to fill the position.

Upon giving notice of separation, employees are not allowed to use any accrued sick or vacation leave during the notice period. This ensures a smooth transition and proper handover of responsibilities.

- Employees must work their regular hours during the notice period.
- Any exceptions, such as pre-approved leave or documented medical leave, must be approved by the department head in advance.

Employees who give notice of separation will not receive holiday pay if they do not work their scheduled shift immediately before or after the holiday.

The separation date will be determined as the final day physically worked for the County.

All compensation and fringe benefits accrued up to the resignation date will be paid to the employee as outlined in this handbook. Employees will normally be asked to participate in an exit interview or exit questionnaire so that suggestions for making the County a better place to work can be obtained.

RE-EMPLOYMENT

Former employees of the County are not eligible for re-hire without the County Official first consulting with the Clerk's Office.

NO SMOKING/NO TOBACCO POLICY

The use of tobacco, or other disruptive methods of nicotine delivery, including smoking, chewing or vaping/e-cigarettes, is not allowed in any buildings or motor vehicles owned/leased by Saline County or on any premises owned/leased by the County, such as the courthouse, law enforcement center, fitness center, extension building, county shops, aging services office and any other county owned facility.

REDUCTION IN FORCE

1. Employees may be laid off from any department in the County because of lack of funds or work.
2. No regular employee shall be laid off from his/her job while they are introductory employees working in the same department at the same or lower classification grade for which such affected employee meets the minimum employment qualifications. In determining the order of layoff, department heads shall consider an employee's job performance rather than seniority. Layoffs shall not be considered disciplinary actions.
3. Employees subject to layoff shall be mailed a certified letter or some form of written notification at least ten (10) working days prior to the last effective date of employment. Such notice shall be mailed to their last known address shown on the department head's records. The time limit that is provided in this section might be extended if the affected employee(s) did not have reasonable opportunity to have received the written notice.
4. The names of regular employees who have been laid off shall be placed on a layoff list maintained by the department head and such employees shall have priority for re-employment for a period of sixty (60) days.

DISCIPLINE AND DISCHARGE

Employees who are not performing their jobs up to expectation or who break rules or exhibit improper behavior may be subject to discipline. For minor problems, a verbal admonishment may be all that is needed to solve the problem. If there is not significant improvement, or if the action is more serious, the employee could receive a written reprimand, suspension with pay, suspension without pay, or dismissal.

1. **ADMONISHMENT:** an admonishment to an employee may be given either orally or in writing. The admonishment may be documented in writing should the department head deem it necessary. In the event that the admonishment is documented, the employee shall receive a copy and a copy will be submitted to the employee's personnel file. An admonishment is not grievable.
2. **WRITTEN REPRIMAND:** a written reprimand is a documented written correspondence issued by the department head. The reprimand will state the action that caused the reprimand to be issued and what corrective action must be taken by the employee to ensure the violation does not reoccur. The employee will receive a copy of the written reprimand. A copy of the written reprimand, signed by the employee, will become a part of the employee's personnel file. A written reprimand is not grievable.
3. **SUSPENSION WITH PAY:** a department head may suspend any employee with pay, for a period of time, pending the outcome of an investigation of a complaint. The department head shall notify the employee in writing of the reasons for the action and the number of days of suspension. An employee who is suspended has the option to file a grievance, following the procedure outlined in the section entitled, "Grievance Procedure."
4. **SUSPENSION WITHOUT PAY:** a department head may suspend any employee without pay for a period not exceeding sixty (60) calendar days in any twelve (12) month period, however, no single suspension shall be for more than thirty (30) calendar days. The department head

shall notify the employee in writing of the reasons for the action and the number of days of suspension. An employee who is suspended has the option to file a grievance, following the procedure outlined in the section entitled, "Grievance Procedure."

5. DISMISSAL: a department head may dismiss any employee under his/her jurisdiction by delivering a written statement to the employee concerned. The written communication shall indicate the reasons for the action, any relevant supporting evidence and the date the dismissal is effective. If the department head wishes to make the action immediate, the employee may be placed on leave with pay pending the delivery to the employee of the written communication addressing the dismissal.
 - a. Prior to the dismissal taking effect, the employee shall be provided with an opportunity to present facts and/or explain circumstances that, which he/she feels will refute the charges. An employee who is dismissed has the option to file a grievance, following the procedure outlined in the section entitled, "Grievance Procedure".
 - b. To give some idea of what the county considers improper behavior, see the following examples. This is not a complete list and the county reserves the right to investigate, make judgments and take appropriate disciplinary action in each individual incident. The level of severity of any infraction and the disciplinary action to be taken is solely at the discretion of the department head.

Examples of Infractions:

- a. Working under the influence of alcohol or any illicit drug which interferes with expected job performance.
- b. Conviction of a felony.
- c. Misconduct proven to be sexual harassment.
- d. Violation of a safety rule that would endanger a person or county property.
- e. Theft including either county property or another person's property.
- f. Possession, distribution or use of drugs or alcohol on county property.
- g. Falsifying time keeping records with intent to defraud.
- h. Deliberate or willful misrepresentation of county policy.
- i. Willful damage or destruction of county property.
- j. Fighting or attempting bodily injury to another person on county property.
- k. Insubordination or willful refusal to follow an order.
- l. Loafing, loitering, or sleeping during work time.
- m. Failure to report on-the-job injuries.
- n. Abuse of sick leave policy.
- o. Neglect of duty or incompetence.
- p. Improper recording of time worked.
- q. Habitual or excessive tardiness.
- r. Absenteeism determined to be excessive of the department's attendance guidelines.
- s. Work performance, which is below the standards of performance required by the department.
- t. Distribution or posting of written or printed material that is not authorized by

- management.
- u. Excessive use of county phones (land lines and cell phones), internet, email for personal use.

USE OF COUNTY EQUIPMENT AND SERVICES

Saline County provides email, voice mail, internet access, telephone service and computer equipment for use in conducting County business. All such equipment and systems are Saline County's 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, unless otherwise permitted by the department head. Because such property and systems are Saline County's property, the County has the right to 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.

COMPUTERS - All data entered on Saline County's computers is considered the property of Saline County. No employee should knowingly enter false or misleading information in the computer system or destroy any data that the county needs to conduct its business. A County computer should not be used for personal business, even during non-working time, if a user does not want the County to have access to 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.

ELECTRONIC MAIL AND VOICEMAIL (including texting and instant messaging) – All employees are required to use a County email address for business purposes. Personal email addresses should not be used for business purposes as it poses a security risk to the County.

Electronic and voice mail is to be used primarily for business purposes only. It can be used for appropriate personal reasons only during non-working time. When using email or voice mail for business purposes, employees should be aware that such messages are not entirely confidential. They can be forwarded to others without the original sender's knowledge. Email can be viewed by others who may improperly use a password to breach the security of the system. In addition, disclosure of email messages may be required in lawsuits against Saline County. As a rule of thumb, nothing should be sent by email if the sender would not have put the information in a formal memo or would not like the information to become public knowledge. The use of derogatory, offensive or insulting language in any email or voice mail message is prohibited. Finally, employees are not to access or view email that is not addressed to them or access or listen to voice mail other than their own. Employees violating this policy may be subject to disciplinary action or immediate termination.

USE OF THE INTERNET - Use of the internet over a County or State network is to be limited to business use, except employees may access the internet for appropriate personal reasons during non-working time. Pornographic or other offensive sites cannot be viewed at any time. In addition, Saline County prohibits the downloading or installation of any application software from

the internet onto the computers without authorization from the supervisor and the County IT representative. This software could contain embedded viruses or be incompatible with the county's operation. Please realize the County will monitor internet use.

All employees are also prohibited from participating in any non-work-related web-based surveys or subscribing to any services over the internet, unless they have written authorization from their department head.

TELEPHONES - Employees may use the telephones for appropriate personal reasons during non-working time, or so long as it is not excessive, on an "as needed" basis during work time.

CELLULAR PHONES AND SIMILAR DEVICES - Cellular phones, smart phones and similar electronic devices have become a common convenience to many employees. However, such convenience should not interrupt an employees' work. Therefore, except in emergency situations, employees are not to make or receive calls, texts, messages, access the internet or otherwise use their cell phone or devices during working time. Employees are reminded to reserve the use of cell phones during breaks and lunch periods.

In addition, use of a cell phone or other electronic device while driving is dangerous and specifically prohibited while on working time. Employees are also prohibited from using a cell phone at any time while driving a County vehicle, with the exception of authorized law enforcement personnel in accordance with its department policy.

"No person shall use a handheld wireless communication device to read, manually type or send a written communication while operating a motor vehicle which is in motion." Neb. § 60-6,179.01.

COUNTY CREDIT CARDS - County credit cards are to be used only for purchases directly related to county business. Any purchase(s) an employee makes with a County credit card in violation of this policy will result in disciplinary action, up to and possibly including a dismissal from employment.

SOCIAL MEDIA POLICY

To assist employees in making responsible decisions about their social media use, the county has established the following guidelines. This policy applies to all employees who work for Saline County.

GUIDELINES – *Social media* includes all means of communication or posting information or content of any sort on the internet, including an employee's own or someone else's web log or blog, journal or diary, personal website, social networking or affinity web site, web bulletin board or chat room, whether or not associated or affiliated with Saline County, as well as any other form of electronic communication.

Ultimately, employees are solely responsible for what they post online. Before creating online

content, each should consider some of the risks and rewards that are involved. Employee conduct that adversely affects their job performance, the performance of fellow coworkers and otherwise adversely affects Saline County's legitimate business interests may result in disciplinary action up to and including termination.

KNOW THE RULES - Carefully read these guidelines, the County's Harassment Policy and Reporting Procedure and Workplace Violence Prevention policy and ensure all postings are consistent with these policies. Inappropriate posting that may include discriminatory remarks, harassment, threats of violence or other similar inappropriate or unlawful conduct will not be tolerated. Such postings may result in disciplinary action up to and including discharge.

BE RESPECTFUL - Always be fair and courteous to fellow coworkers, customers and people who work on behalf of Saline County. Keep in mind that employees are more likely to resolve work-related complaints by speaking directly with co-workers rather than by posting complaints to a social media outlet. Nevertheless, if an employee decides to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on basis of race, sex, disability, religion, age or any other status protected by law.

BE HONEST AND ACCURATE - Employees are to make sure to always be honest and accurate when posting information or news, and if mistakes are made, corrections should be quick. Be open about any previous posts having been altered. The internet archives almost everything. Therefore, even deleted posts can be searched.

POST ONLY APPROPRIATE AND RESPECTFUL CONTENT

- a. Express only personal opinions. Most employees are not spokespersons for Saline County. If Saline County is subject to the content being created, employees are to be clear and open about the fact that they are a County employee and to make clear that their views do not represent those of the County. If publishing a blog or post online related to the work an employee does or subjects associated with the employment with the County, it should be made clear they are not speaking on behalf of the County. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of Saline County."
- b. Employees shall not divulge confidential County information. Examples of confidential information may include information related to pending criminal investigations in the Sheriff's Department and potential prosecution by the County Attorney's Office, etc.

USE OF SOCIAL NETWORKING WEBSITES ON COUNTY EQUIPMENT, OR DURING WORK HOURS

Employees are prohibited from using or accessing social media networking sites on county equipment for personal use. Employees are also prohibited from using their personal equipment

for social networking during working hours. Working hours are defined as an employee's scheduled shift but, exclude lunch and other break times. The County reserves the right to monitor employees' website history on County equipment to determine whether employees are complying with this policy.

PROBLEM RESOLUTION

If Saline County employees disagree with the implementation or enforcement of established rules of conduct, policies or practices, they can express their concern to their immediate supervisor. No employee will be penalized, formally or informally, for voicing a complaint in a reasonable, business-like manner. If the employee feels like the concern is not being addressed equitably and to completion, the employee may use the following grievance procedure.

GRIEVANCE PROCEDURE

The county has adopted procedures designed to provide a just and equitable method for the resolution of grievances without discrimination, coercion or reprisal against an employee who may submit or be involved in a grievance.

A grievance is defined as any dispute concerning corrective action or written policy/procedure interpretation or application between an employee and the County. The grievance procedure shall not be used to change, but rather to clarify expressed provisions of county and/or department policies and procedures. An appeal of a corrective action (suspension or discharge only) starts at Step 3 of this procedure. If the grievance is a report of unlawful harassment or retaliation for reporting or supporting a claim of harassment, the employee must follow the reporting procedure in the Harassment in Employment policy instead of this grievance procedure.

The County will use a Grievance Board consisting of five (5) individuals. The County Attorney will serve as Chairperson and said Chairperson's name and contact information shall be kept on file in the Office of the County Clerk. Each party involved shall choose two Grievance Board members, by way of random drawing, from the following members:

- A. The Deputy Assessor
- B. The Deputy Clerk of the District Court
- C. The Deputy County Clerk
- D. The Assistant Highway Superintendent
- E. The Deputy County Treasurer
- F. The Weed Superintendent

The employee shall draw a name first, the department head shall draw a name second, the employee shall draw a name third, and the department head shall draw a name fourth.

If the grievance involves any of the afore listed members, they are to be eliminated from inclusion in the random draw. If the County Attorney, the fifth member of the Grievance Board, is involved

in the grievance, he/she too shall be eliminated from participation and an attorney practicing law in the County, to be selected by the Board of County Commissioners, will sit as the fifth member.

STEP 1: Employees who feel the county has violated a written policy(ies) or procedure(s) may request to meet with their immediate supervisor within five (5) working days from the date that the alleged violation took place. The immediate supervisor shall review the employee's concerns and advise the employee, in writing, of his/her decision regarding the grievance, normally within five (5) working days of the receipt of the grievance. If the employee is not satisfied with the immediate supervisor's response, the employee may appeal the grievance to the department head in writing within five (5) working days from the date of the immediate supervisor's response.

STEP 2: In submitting the grievance to the department head, the grievance must be in writing and contain the following information:

- a. Name of person filing the grievance.
- b. Details of the alleged grievance.
- c. Names of persons violating County policy.
- d. Dates and alleged violation.
- e. Names of witnesses.
- f. Citation of the county policy(ies)/procedure(s) that have allegedly been violated.
- g. Requested remedy.

The department head may meet with the employee to discuss the grievance but must respond to the grievance, in writing, normally within ten (10) working days from the date of receipt of the grievance. If the employee is not satisfied with the department head's response, the employee may request a review of this decision by the Grievance Board.

STEP 3: Employees shall submit a written request to the Chairperson of the Grievance Board, indicating their desire to appeal the decision of the department head within five (5) working days of receipt of the department head's response. This written request must include all information as indicated in Step 2 and, in addition, the written response of the department head. The Grievance Board shall conduct a hearing concerning the grievance within ten (10) working days from the receipt of the appeal. The hearing shall be conducted under the rules adopted by the Board. The Board's decision is final.

USE OF COUNTY VEHICLES

The following rules and regulations govern the general operation of all county vehicles. Each department has specific guidelines for the use of vehicles assigned to that department. Employees shall comply with both the general rules and the departmental rules when operating any County owned vehicles.

1. An employee must have the appropriate valid driver's license for the vehicle or equipment to be operated and must be in compliance with any restrictions listed on the license in order to operate any County vehicle or equipment.
2. An employee who drives a county vehicle, even on an occasional basis, must notify their department head immediately if their driver's license is suspended or in any other way restricted.
3. County vehicles may not be operated at work or taken home by an employee without prior authorization of the employee's department head.
4. County vehicles shall be used for County business only and not for any personal use or gain.
5. During the time the vehicle is under the employee's control, it shall be the responsibility of the employee to operate the vehicle safely, comply with all traffic and parking rules and regulations and to secure the vehicle when leaving it unattended.

6. An employee must call for a local law enforcement agency to come to the scene of any work-related vehicular accident immediately, even if there is no apparent damage. Every accident shall also be immediately reported to the employee's supervisor.
7. An employee may be held personally responsible for damage to a County vehicle if an investigation discloses negligence, carelessness or misuse.
8. It is the responsibility of the employee to wear seat belts while operating and/or riding in County vehicles.
9. Employees shall not transport non-work-related passengers in County vehicles at any time without prior approval from their department head.
10. Employees shall not attempt to make any mechanical repairs to the vehicle unless properly authorized by the employee's department head or unless assigned to such duties.
11. Employees shall immediately report to their department head any hazardous or unsafe condition of the vehicle, which may result in injury to themselves or others.
12. Employees shall keep all county vehicles free of objects that might lodge under the brake pedal or interfere with safe operation of the vehicle.
13. It is the responsibility of the employee operating a County vehicle or equipment to ensure that all supplies, equipment, machines and vehicles being hauled or transported are properly secured to the transporting vehicle or trailer.
14. No employee shall use vehicles or equipment that has been tagged unsafe to use until such tag has been removed by order of a representative of the department.
15. An employee who drives a County vehicle must be fully insurable under the County's motor vehicle and other insurance policies.
16. The County may obtain a driving record for an employee who drives a County vehicle, and the employee must provide written consent to obtain the record if necessary.

BAD WEATHER POLICY

It is the policy of the County to keep the County Offices open to the public, even in bad weather. The Courthouse shall be open to the public from 8:00 a.m. to 4:30 p.m. In the event of bad weather and the closing of County Offices by the Saline County Board of Commissioners and/or Highway Superintendent, each employee will be notified by their department head/elected official. When the Courthouse is closed for bad weather, the public will be notified through notice by local radio and/or TV stations, over the county wide alert system.

If the County Offices are closed, all employees that reported or were scheduled to work, or scheduled a vacation, sick leave, or compensatory time, will be granted their pay for the time the Courthouse is closed without charging their vacation, sick leave or compensatory time.

If the County Offices are open and an employee is unable to be present at work due to bad weather, he/she shall have the day deducted from vacation leave. If the employee has accumulated sufficient compensatory leave time, he/she may use it for bad weather instead of taking a reduction in vacation leave. If an employee's vacation and compensatory time have been exhausted, then a pay reduction will be imposed. The employee may have the option to work from home depending on approval from the department head.

In the event that a non-exempt employee does not arrive at the normal starting time, a pro-rated amount shall be deducted as set out above.

FAMILY AND MEDICAL LEAVE POLICY (FMLA)

The federal Family and Medical Leave Act (FMLA) provides job protected leave and benefits coverage entitlements to employees who meet FMLA eligibility requirements. The function of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

General Provisions - Under this policy, Saline County will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible employees. The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

The provisions of this policy shall not supersede any state or local law that provides greater employee leave benefits and rights than are offered in this policy. It is noted that the County's Personnel Manual and/or any Collective Bargaining Agreement already contain leave (both paid and unpaid) provisions that are in substantial compliance with the FMLA. Therefore, leave qualifying as FMLA leave will run concurrently with leave provisions available to employees under the Personnel Manual and/or Collective Bargaining Agreements.

Eligibility - To qualify to take family or medical leave under this policy, the employee must meet all of the following conditions:

a. The employee must have worked for the County for twelve (12) months or 52 weeks. The twelve (12) months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years. Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, including a collective bargaining agreement, stating the employer's intention to rehire the employee after the service break. For eligibility purposes, an employee will be considered to have been employed for an entire week even if the employee was on the payroll for only part of a week or if the employee is on leave during the week.

b. The employee must have worked at least 1,250 hours during the twelve (12) month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by an employee. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave should not be counted in

determining the 1,250 hours' eligibility test for an employee under FMLA.

c. Employees applying for and granted FMLA leave are required to meet notification and documentation requirements as outlined further in this policy. Failure to meet these requirements may result in the denial or revocation of FMLA leave.

d. Leave qualifying as FMLA leave may either be requested by the employee subject to the rules as outlined in this policy or will be designated as FMLA leave by the County concurrent with other leave provisions provided by policy or contract.

Types of Leave Coverage - To qualify, or to be identified as qualifying, for FMLA leave under this policy, the employee must be taking leave for one of the reasons listed below:

The birth of a child and in order to care for that child. The placement of a child with the employee for adoption or foster care and to care for the newly placed child.

To care for a spouse, child or parent with a serious health condition (described below).

A serious health condition (described below) of the employee. An employee may take leave because of a serious health condition that makes the employee unable to perform the functions of the employee's position. "Serious health condition" means an illness, injury, impairment, or physical or mental condition that involves:

Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility; or

A period of incapacity requiring absence of more than three (3) calendar days from work, school, or other regular daily activities requiring two (2) visits to a health care provider with the first visit to the health care provider within seven (7) days of the onset of the incapacity and a second visit within thirty (30) days of the incapacity; or

Any period of incapacity due to pregnancy, or for prenatal care; or

Any period of incapacity (or treatment therefore) due to a chronic serious health condition (e.g., asthma, diabetes, epilepsy, etc.) requiring periodic health care visits for treatment (such visits must take place at least twice a year); or

A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective (e.g., Alzheimer's, stroke, terminal diseases, etc.); or

Any absences to receive multiple treatments (including any period of recovery) by, or on referral by, a health care provider for a condition that likely would result in an incapacity of more than three (3) consecutive days if left untreated (e.g., dialysis, chemotherapy, physical therapy, etc.).

If an employee takes paid sick leave for a condition that progresses into a serious health condition and the employee requests unpaid leave as provided under this policy, the County may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

Qualifying exigency leave for families of members of the National Guard and Reserves when the covered military member is on active duty or called to active duty in support of a contingency operation.

An employee whose spouse, son, daughter or parent either has been notified of an impending call or order to active military duty or who is already on active duty may take up to twelve (12) weeks of leave for reasons related to or affected by the family member's call-up or service. The qualifying exigency must be one of the following: a) short-notice deployment; b) military events and activities; c) childcare and school activities; d) financial and legal arrangements; e) counseling; f) rest and recuperation; g) post-deployment activities and h) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

The leave may commence as soon as the individual receives the call-up notice. (Son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the employee's twelve (12) week maximum of FMLA leave in a twelve (12) month period.

Military caregiver leave (also known as covered service member leave) to care for an ill or injured service member. This leave may extend up to 26 weeks in a single twelve (12) month period for an employee to care for a spouse, son, daughter, parent or next of kin covered service member with a serious illness or injury incurred in the line of duty on active duty. Next of kin is defined as the closest blood relative of the injured or recovering service member.

An eligible employee can take up to twelve (12) weeks for the FMLA circumstances (1) through (5) above under this policy during a twelve (12) month period. The County will measure the twelve (12) month period as a rolling twelve (12) month period measured backward from the date an employee uses any leave under this policy. Each time an employee takes leave, the County will compute the amount of leave the employee has taken under this policy in the last twelve (12) months and subtract it from the twelve (12) weeks of available leave, and the balance remaining is the amount the employee is entitled to take at that time.

An eligible employee can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single twelve (12) month period. For this military caregiver leave, the County will measure the twelve (12) month period as a rolling twelve (12) month period measured forward. FMLA leave already taken for other FMLA circumstances within the previous twelve (12) month period from this military caregiver notification, will be deducted from the total of 26 weeks available.

If a husband and wife both work for the County and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-

law") with a serious health condition, the husband and wife may only take a combined total of twelve (12) weeks of leave. If a husband and wife both work for the County and each wish to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

Employee Status and Benefits During Leave - While an employee is on leave, the County will continue the employee's health and life insurance benefits during the leave period at the same level and under the same conditions as if the employee had continued to work.

If the employee chooses not to return to work for reasons other than a continued serious health condition of the employee or the employee's family member or a circumstance beyond the employee's control, the County will require the employee to reimburse the County the amount it paid for the employee's health insurance premium during the leave period.

Under current County policy, the employee pays a portion of the health care premium. While on paid leave, the County will continue to make payroll deductions to collect the employee's share of the premium. While on unpaid leave, the employee must continue to make this payment, either in person or by mail. The payment must be received in the Clerk's office by the 10th day of each month. If the payment is more than 30 days late, the employee's health care coverage may be dropped for the duration of the leave. The County will provide 15 days' notification prior to the employee's loss of coverage.

If the employee contributes to a life insurance or other insurance plan, the employer will continue making payroll deductions while the employee is on paid leave. While on unpaid leave, the employee may request continuation of such benefits and pay their portion of the premiums. The payment must be received either in person or by mail in the Clerk's office by the 10th day of each month. If the employee does not continue these payments, the County will discontinue coverage during the leave.

Employee Status after Leave - An employee who takes leave under this policy may be asked to provide a doctor's clearance release form from the health care provider. This requirement will be included in the County's response to an employee FMLA request. Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions.

If an employee would have been laid off had they not been on FMLA leave, any right to reinstatement would be whatever it would have been had they not been on leave of absence when the layoff occurred.

Use of Paid and Unpaid Leave - An employee must use all paid vacation and sick leave prior to being eligible for unpaid leave. The leave will be designated as FMLA leave and will run concurrently with FMLA. For example, if an employee needs to use leave due to a serious health condition and has 40 hours of sick leave and 80 hours' vacation leave, the time will be designated as FMLA leave by the County and the twelve (12) week leave period will be covered as follows: 1 week (40 hours) sick leave; 2 weeks (80 hours) vacation leave; nine (9) weeks unpaid temporary

disability leave. Employees have the option of taking accrued compensatory time in lieu of FMLA leave. If compensatory time is used in lieu of FMLA leave, it will not count against the employees' FMLA entitlement.

An employee who is taking leave for the adoption or foster care of a child must use all paid vacation leave prior to being eligible for unpaid leave.

An employee who is using military FMLA leave for a qualifying exigency must use all paid vacation leave prior to being eligible for unpaid leave. An employee using FMLA military caregiver leave must also use all paid vacation or sick leave (as long as the reason for the absence is covered by the County's sick leave policy) prior to being eligible for unpaid leave.

Intermittent Leave or a Reduced Work Schedule - The employee may take FMLA leave in twelve (12) consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday resulting in a reduced hour schedule. In all cases, the leave may not exceed a total of twelve (12) workweeks (or 26 workweeks to care for an injured or ill service member over a twelve (12) month period).

The County may temporarily transfer an employee to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances when leave for the employee or employee's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

Employee Procedure for Requesting FMLA Leave - All employees requesting FMLA leave must provide verbal or written notice of the need for the leave to their supervisor. When the need for the leave is foreseeable, the employee must provide the employer with at least thirty (30) days' notice. When an employee becomes aware of a need for FMLA leave less than 30 days in advance, the employee must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the employee must comply with the County's usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

Within five (5) business days after the employee has provided this notice, the supervisor will complete and provide the employee with documentation outlining the Employee Rights and also a Notice of Eligibility and Rights and Responsibilities Form (FMLA Form WH-381 or the County provided alternate.) of which will be stated the notice of eligibility or a notice of denial.

Provided the request for leave is approved as FMLA qualifying, the employee may be provided a Designation Notice (FMLA Form WH-382 or the County provided alternate.) stating the same. Employer Procedure for Identification and Notification of FMLA Leave - The County and all supervisors who have identified, verbally or in regard to any of the FMLA eligibility and qualifying reasons listed above, must provide verbal or written notice of the need to document the leave as FMLA qualifying. This notification will be included in both the Employee Rights documentation,

as well as the employer provided Notice of Eligibility and Rights and Responsibilities Form (FMLA Form WH-381 or the County's provided alternate.) of which will be stated the notice of eligibility.

When the need for the leave is foreseeable, the employer must provide the employee with this notice soon after the realization of the qualifying event is presented. When the employer/supervisor becomes aware of a need for FMLA leave, and was not foreseeable, the employer must provide notice of the need to document the leave as FMLA qualifying upon the next available business day, or as soon as practical.

The employer/supervisor must also see that compliance with the County's usual and customary notice and procedural requirements for requesting/authorizing leave is observed, absent unusual circumstances.

Provided the realization that leave is FMLA qualifying, the employer/supervisor will provide the employee with a Designation Notice (FMLA Form WH-382 or the County provided alternate.) stating the same.

Certification for the Employee's Serious Health Condition - The County may require certification for the employee's serious health condition. The employee must respond to such a request within fifteen (15) days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the Certification of Health Care Provider for Employee's Serious Health Condition (FMLA Form WC-380-E or the County provided alternate.).

Certification for the Family Member's Serious Health Condition - The County will require certification for the family member's serious health condition. The employee must respond to such a request within fifteen (15) days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the Certification of Health Care Provider for Family Member's Serious Health Condition (FMLA Form WH-380-F or the County provided alternate.).

Certification of Qualifying Exigency for Military Family Leave - The County will require certification of the qualifying exigency for military family leave. The employee must respond to such a request within fifteen (15) days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the Certification of Qualifying Exigency for Military Family Leave (FMLA Form WH-384 or the County provided alternate.).

Certification for Serious Injury/Illness of Service member for Military Family Leave - The County will require certification for the serious injury or illness of the covered service member. The employee must respond to such a request within fifteen (15) days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the Certification for Serious Injury or Illness of Covered Service member (FMLA Form WH-385 or the County provided alternate.).

Certification for Serious Injury or Illness of a Veteran for Military Caregiver Leave - The County will require certification for the serious injury or illness of the covered service member when an employee requires leave to care for a serious injury or illness of a covered veteran.

The employee must respond to such a request within fifteen (15) days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the Certification for Serious Injury or Illness of Covered Service member (FMLA Form WH-385-V or the County provided alternate.).

Recertification - The County may request recertification for the serious health condition of the employee or the employee's family member no more frequently than every 30 days and only when circumstances have changed significantly, or if the employee receives information casting doubt on the reason given for the absence, or if the employee seeks an extension of their leave. Otherwise, the County may request recertification for the serious health condition of the employee or the employee's family member every six (6) weeks in connection with an FMLA absence. The County may provide the employee's health care provider with the employee's attendance records and ask whether need for leave is consistent with the employee's serious health condition.

Intent to Return to Work from FMLA Leave

- On a basis that does not discriminate against employees on FMLA leave; the County may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

An employee must complete a "Notice of Intention to Return from Family or Medical Leave" before he/she can be returned to active status. If an employee wishes to return to work prior to the expiration of a family or medical leave of absence, notification must be given to the employee's supervisor at least five (5) working days prior to the employee's planned return.

Failure to Return from Leave

The failure of an employee to return to work upon the expiration of a family or medical leave of absence will be considered a resignation unless an extension is granted. An employee who requests an extension of family leave or medical leave due to the continuation, recurrence or onset of his/her own serious health condition, or of the serious health condition of the employee's spouse, child or parent, must submit a request for an extension, in writing, to the employee's immediate supervisor setting forth the reason(s) for the extension, along with a current "Medical Certification Statement". This written request should be made as soon as the employee realizes that she/he will not be able to return at the expiration of the leave period. Under no circumstance will an extension beyond the 12-week period be authorized pursuant to the Family and Medical Leave Act and Saline County's policy as outlined herein.

NOTE: An employee will not be asked to provide more information than allowed under the FMLA regulations, 29 C.F.R. § 825.306-825.308.

NOTE: Additional information for both employer and employee pertaining to the Family Medical Leave Act can be obtained online at the following locations:

<https://www.dol.gov/whd/fmla/employeeguide.pdf>
<https://www.dol.gov/whd/forms/WH1513.pdf>

Reasonable Accommodations for Pregnant Workers Policy

As required by the federal Pregnant Workers Fairness Act (PWFA), Saline County will provide reasonable accommodations to employees and applicants with limitations related to pregnancy, childbirth or related medical conditions, unless the accommodation will cause undue hardship to Saline County's operations.

An employee or applicant may request an accommodation due to pregnancy, childbirth or a related medical condition by submitting the request in writing to their supervisor. The accommodation request should include an explanation of the pregnancy-related limitations, the accommodation needed and any alternative accommodation(s) that might be reasonable. Depending on the nature of the accommodation, the employee or applicant may be requested to submit a statement from a health care provider substantiating the need for the accommodation.

Upon receipt of a request for accommodation, the supervisor will contact the employee or applicant to discuss the request and determine if an accommodation is reasonable and can be provided without significant difficulty or expense, i.e., undue hardship.

While the reasonableness of each accommodation request will be individually assessed, possible accommodations include allowing the individual to:

- Sit while working.
- Drink water during the workday.
- Receive closer-in parking.
- Have flexible hours.
- Receive appropriately sized uniforms and safety apparel.
- Receive additional break time to use the bathroom, eat and rest.
- Take time off to recover from childbirth.
- Be excused from strenuous activities and/or activities that involve exposure to compounds deemed unsafe during pregnancy.

An employee may request paid or unpaid leave as a reasonable accommodation under this policy; however, Saline County will not require an employee to take time off if another reasonable accommodation can be provided that will allow the employee to continue to work.

Saline County prohibits any retaliation, harassment or adverse action due to an individual's request for an accommodation under this policy or for reporting or participating in an investigation of unlawful discrimination under this policy.

Saline County will provide nursing mothers paid reasonable breaks to express their milk for infants for up to one year following the child's birth. Saline County will also provide a private space, other than a restroom, for nursing mothers to express their milk. The room will be clearly marked and either have a lock or a sign on the door to indicate when the room is in use. Nursing mothers are encouraged to discuss the length and frequency of breastfeeding breaks with HR and with their immediate supervisors.

Saline County will provide a refrigerator to store breast milk. Employees are responsible for labeling their milk with their name and the date on which the milk was expressed. Please contact the Clerk's office for information regarding the location of Saline County's lactation room at each location.

WORKPLACE VIOLENCE PREVENTION

The County will not tolerate any form of violence in the workplace. The County considers violence to include such things as physically harming, shoving, pushing, harassing, intimidating, or coercing another person. In addition, threatening, talking, or joking about violence is considered violence as well.

In an effort to provide a safe workplace and prevent violence, the County specifically prohibits employees who are not in law enforcement from possessing or carrying any weapons, including weapons transported in employee vehicles, while on the County's property or while performing work as a County employee. For purposes of this policy, weapons include guns, knives, explosives, and other potential weapons.

In addition, access to all County property and work sites is limited to only those persons with a legitimate business interest.

If an employee believes a co-worker may become violent or has seen a violation of this policy, it must immediately be reported to their supervisor or other management official with whom they feel comfortable. Supervisors must take these reports seriously and either address them and/or report them to another authority. All reports will be investigated and information will be kept confidential to the extent possible.

When such acts are reported, the county will immediately investigate and take appropriate corrective actions. Any investigation will be confidential and will respect the rights and dignity of all parties. The investigating team shall consist of at least the following:

1. The County Attorney or an employee delegated by him or her
2. A law enforcement officer or a deputy delegated by him or her
3. The employee's supervising county official
4. One commissioner

If the County Attorney is the complainant or the accused, an attorney should be retained by the county for the investigation process. If the employee's supervising county official is the complainant or the accused, either will be removed from the investigating team.

The investigation will be conducted quickly, thoroughly and confidentially. Every aspect shall be made to protect the rights of the accuser as well as those of the accused. The following procedures will be followed in investigating a report of violence:

- a. The investigation will begin the day the act is reported, or as soon thereafter as practicable;
- b. The employee will submit the report in writing;
- c. The complainant will be interviewed, in private, by the investigating team. The interview will be documented and reviewed by the complainant at the end of the interview or as soon as practicable thereafter;

d. The alleged perpetrator will be interviewed in a private area by the investigating team. The interview will be documented and reviewed by the complainant at the end of the interview or as soon as practicable thereafter;

e. Witnesses or others with relevant information will be interviewed by the investigating team. The interview will be documented and reviewed by the complainant at the end of the interview or as soon as practicable thereafter.

Upon completion of the investigation, the investigating team will determine if the report is substantiated or unsubstantiated;

a. **Substantiated Report:** Action will be taken as directed by the County Attorney. In the case where the perpetrator is a county employee, disciplinary action in addition to any action recommended by the attorney may be taken;

b. **Unsubstantiated Report or Inconclusive Report:** If it is determined the report is unsubstantiated or if the team is unable to conclude if the alleged act did or did not occur, both parties will be informed of the findings;

c. Whether substantiated or unsubstantiated, the team will meet with both parties and notify them of the results of the investigation and the actions being taken;

An investigation report will be prepared summarizing the interviews, conclusions and action taken, if any. This report with all relevant notes, interviews, statements and copies of relative documents will be maintained in a confidential file in the County Attorney's office. If the County Attorney is either the complainant or the accused, the file will be maintained by the County Clerk, the Human Resource Director or other elected official as determined by the investigating team.

TERMS AND DEFINITIONS

ABANDONMENT OF POSITION - any employee who is absent from duty for three (3) consecutive workdays without proper notification to and authorization from the department head, shall be deemed to have resigned.

ANNIVERSARY DATE - the date an employee begins his/her most recent employment with Saline County. An anniversary date will be adjusted to exclude breaks in service such as suspensions and leaves of absences without pay.

APPLICANT - a person who has filed an application for employment with the County.

APPOINTING AUTHORITY - County officials who have the final authority to appoint an individual to a position in the County service.

CHILD - A biological, adopted or foster child, a step child, a legal ward, or a child of a person standing in loco parentis (in place of a parent). The child must be under 18 of age or 18 years of age and older if incapable of self-care because of a mental or physical disability.

COMPENSATORY TIME - time off from regularly scheduled work time in lieu of overtime pay.

COUNTY/SALINE COUNTY - Saline County, NE; a political and administrative division of the state of Nebraska, providing certain local governmental services.

COUNTY BOARD - Saline County Board of Commissioners

DEMOTION - the movement of an employee from one class to another class with a lower pay grade or lower maximum rate of pay.

DEPARTMENT HEAD - elected official or appointed official/supervisor who is directly responsible for the administration of a county department or office.

DISCIPLINARY ACTION - the action taken to discipline an employee, which may include any action from a verbal admonishment up to and including discharge.

DISMISSAL - the involuntary termination of employment for reasons other than lack of funds or work.

ELECTED OFFICIAL - Assessor, Clerk of the District Court, County Attorney, County Board, County Clerk, Sheriff, Surveyor and Treasurer.

EMPLOYER - Saline County, Nebraska, acting through its Board, or other persons designated by the Board to act on its behalf.

EXEMPT POSITION - a position which is not required by the Fair Labor Standards Act to be paid overtime for hours worked over the standard work period.

FULL TIME REGULAR EMPLOYEE - An employee who is regularly scheduled to work 40 hours per week or more.

GRIEVANCE - an employee or employee's report regarding alleged unjust application of discipline or unfair application, interpretation or violation of the rules and regulations of the County or the department for whom the employee works.

INTERMITTENT EMPLOYEE - an individual who is hired on an irregular or occasional basis and paid only for actual hours worked. Class C category.

INTRODUCTORY PERIOD - a working test period, during which the employee is required to demonstrate ability to satisfactorily perform assigned duties and responsibilities.

LAYOFF - the involuntary separation of an employee because of lack of work, lack of funds, or the abolishment of a position.

LEAVE - an authorized absence from regularly scheduled work hours, which has been approved by proper authority.

NEW POSITION - a position officially added to the department's table of organization that did not previously exist.

NON-EXEMPT POSITION - a position which is eligible, according to the Fair Labor Standards Act, to receive overtime pay for hours worked over the standard work period of forty (40) hours per week.

OVERTIME - work performed by eligible employees in excess of 40 hours of work and which a department head has approved.

PARENT - an employee's biological parent or an individual who stands or stood in loco parentis to an employee when the employee was a child. This term does not include parents "in law".

PART-TIME REGULAR EMPLOYEE - an employee who is regularly or temporarily scheduled to work at least 50 hours per pay period and less than 80 hours per pay period and whose hourly rate of pay and term of employment is determined by the department head/county official. This is class A category. An employee who is regularly or temporarily scheduled to work at least 40 hours per pay period and less than 50 hours per pay period and whose hourly rate of pay and term of employment is determined by the department head/county official. Class B category.

PAY PERIOD - consists of fourteen (14) day period commencing at 12:01 a.m. Saturday and ending at midnight on Friday.

POSITION - a group of duties, tasks or responsibilities assigned by the department head to be performed by an employee.

PREMIUM PAY - commonly referred to as "double time", is pay for non-overtime hours of work that non-exempt employees are required to work on a holiday. For each hour of work required to perform on a holiday, employees will earn holiday 'premium pay' which is added at an equal rate to their basic rate of pay.

PROBATION - a period of time when an employee, who has been employed by Saline County, is placed on probation because of violation of duties.

PROMOTION - the movement of an employee from a position of one class to a position of another class having a higher maximum salary rate.

PUBLIC RECORDS - those records which a governmental unit is required by law to keep or which it is necessary to keep in discharge of duties imposed by law.

REGULAR EMPLOYEE - a person who is hired to work for an indefinite period of time.

SEASONAL EMPLOYEE - an employee who is hired for a specific short-term period of time

only. Such hiring occurs when there is a special demand for personnel due to increased activity within a department at a certain time of the year. Class D category.

SENIORITY - an employee's length of continuous service with Saline County from his/her most recent date of hire.

SEPARATION - the removal of an employee from the payroll for either voluntary or involuntary reasons.

STANDARD WORK WEEK - the normal working days and hours of attendance for an employee with a department. Normally, this is a forty (40) hour workweek, Monday through Friday, 8 hours a day.

SUPERVISOR - an employee having the authority in the interest of the county, to responsibly direct the work efforts of other employees, evaluation of their performance, and recommend actions, such as transfer, promotion, discipline and termination.

TEMPORARY EMPLOYEE - an employee who is hired for a specific short-term period of time only. Class D category.

VACANCY - a duly created position which is not occupied and for which funds have been provided.

WRITTEN REPRIMAND - a formal written notice to an employee informing him/her of a specific manner in which his/her conduct or work performance does not meet prescribed standards

One Final Word

This handbook has been prepared and distributed to employees of Saline County to help them understand the County and its policies. The County expects to follow and enforce these policies as closely as possible, knowing, in some instances, that interpretations will be required which will be made by the County in its sole discretion.

It should also be recognized that changes will be required in this handbook from time to time. The County reserves the right to make changes as it considers appropriate.

RESOLUTION #2024-026

BE IT HEREBY RESOLVED, by the Board of Commissioners of Saline County, NE,
that the sum of \$455,000.00 be transferred from the Inheritance Fund #2700 to the Road
& Bridge Fund #0300, to be reimbursed when funds are available.

Motion made by Commissioner _____, seconded by Commissioner
_____, to adopt the foregoing Resolution. All members present
voting as follows:

Yeas: _____

Nays: _____

Abstentions: _____

Absent: _____

Chairman

SUBSCRIBED AND SWORN TO before me this 25th day of June, 2024

SEAL

Saline County Clerk

RESOLUTION #2024-027

BE IT HEREBY RESOLVED, by the Board of Commissioners of Saline County, NE,
that the sum of \$6,400.00 be transferred from the Inheritance Fund #2700 to the Juvenile
Services Aid Program Fund #2516, to be reimbursed when funds are available.

Motion made by Commissioner _____, seconded by Commissioner
_____, to adopt the foregoing Resolution. All members present
voting as follows:

Yeas: _____

Nays: _____

Abstentions: _____

Absent: _____

Chairman

SUBSCRIBED AND SWORN TO before me this 25th day of June, 2024

SEAL

Saline County Clerk

SALINE COUNTY
REQUEST TO OCCUPY COUNTY RIGHT-OF-WAY

Unite Private Networks, hereinafter referred to as owner, requests to construct/bury an underground fiber optic facility occupying the Right-of-Way of the Saline County Public Road System at (legal description):
See attached plan set.

Construction on Gravel Roads **MUST** be Tunneled/ Bored
Trenching on dirt roads optional by pre-approval only

(Please indicate one) : Trenching _____ (pre-approved by Highway Superintendent)
Tunneled/Bored X

Owner proposes to place and maintain the aforesaid construction on Saline County Public Right-of-Way at owner's expense and hereby absolves Saline County, its officials and employees from any liability from the placing and maintaining of said construction.

The owner will cooperate fully with the officials of Saline County and will keep them fully and immediately informed of all construction or maintenance work required on Saline County public Right-of-Way. The surface of the road will be restored to the same condition as it was prior to the work and such restoration will be accomplished to the reasonable satisfaction of the Saline County officials.

Person to be contacted, prior to construction, is the County Highway Superintendent, Courthouse, second floor, phone (402) 821-2737. Each location to be inspected by Saline County when permit is submitted and upon project completion. Saline County will determine if any labor or gravel will be required to restore the surface of the road or County Right-of-Way to the same condition as it was prior to the project. If determined necessary, the work shall be performed and gravel supplied by the owner.

Attach a sketch or map indicating approximate location to or from an easily recognized landmark.

Date 6/4/2024

Scott Wilgus
Signature of "Owner"

Phone 402-710-1889

3880 VerMass Place

Lincoln, NE 68502
(complete mailing address)

At the option of the County Board of Commissioners, the owner shall furnish a Surety Bond for an amount specified by the Board. The form of the bond shall be acceptable to the Saline County Board.

Surety Bond Required: YES ___ NO X Amount _____

COMMENTS: (County only) I recommend that this permit be granted subject to Unite Private Networks agreeing to return the damaged area to its original condition.

THIS PERMIT SUBJECT TO REQUIREMENTS LISTED ON ATTACHED SHEET

Date _____

Signature - Highway Superintendent

We hereby grant Unite Private Network permission to occupy the County Right-of-Way at the location indicated and according to the procedure and conditions described in this document.

Date _____

Signature - Chairman of County Board

Date 6/4/2024

SALINE COUNTY

REQUIREMENTS

(Bore or Bury Electric Cable\Utility Line)

1. The cable must be buried a MINIMUM of five (5) feet BELOW ditch elevation.
2. Saline County will be notified no less than 48 hours in advance of any construction.

CALL: Bruce Filipi (402)-821-2737 (Hwy. Supt. Office)
(402)-826-9394 (Cell)

3. The applicant, Unite Private Networks will adequately sign the location of the Electric Cable/Utility line at frequent intervals and at all culvert locations to insure that the applicant, Unite Private Networks will be notified before any future excavation by county forces.
4. The applicant, Unite Private Networks will be required to relocate the Electric Cable/Utility line at their own expense, if necessary, for any future roadway construction.

5 & 6 Apply to trenching operations only (Dirt Roads)

5. The applicant, _____ will be responsible for obtaining adequate compaction of backfill for all trench cuts. Backfill will be placed in successive horizontal layers not exceeding six (6) inches, and properly compacted.
6. All waste material from the trenching operation will be evenly distributed over the ditch side slopes or back slopes. All roadway side slopes, ditches or back slopes disturbed by the trenching operation will be reseeded with a mixture of grass seed as recommended by the Nebraska Game & Parks Commission for seeding county roadways.

Applicant: Scott Wilgus
Signature

Address: 3880 VerMass Place

Lincoln, NE 68502

Phone # 402-710-1889

By: bbeck
 Date: 29MAY-2024 11:23
 File: P:\Engineering\230296.00 - UPN17 Design\45 Verizon Wireless Crete NE\2 Drawings\Sheets\Figures\Fig1 - Cover Page.dgn

PROJECT COORDINATION CONTACTS			
NAME	AGENCY	PHONE NUMBER	EMAIL
SCOTT WLGUS	UNITE PRIVATE NETWORKS	402-715-1869	SCOTT.WLGUS@UPNFIBER.COM
MARK FRIEND	JEO CONSULTING GROUP	402-474-8791	MFRIEND@JEO.COM

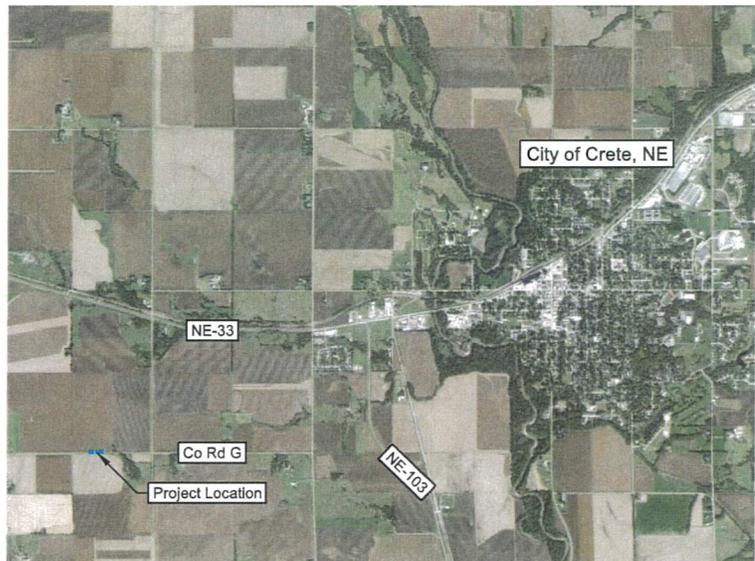
VERIZON WIRELESS

TRACKER NO. 46635

PERMITS REQUIRED	
SHT. NO.	DESCRIPTION
4	SALINE COUNTY OCCUPY ROW PERMIT

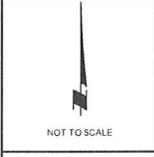
SHT. NO.	SHEET INDEX
1	COVER
2	GENERAL NOTES
3	DETAILS
4	FIBER DESIGN
5-6	TRAFFIC CONTROL

NOTE:
 CONTRACTOR WILL BE REQUIRED TO OBTAIN A PERMIT TO WORK IN THE ROW INCLUDING AN APPROVED TRAFFIC CONTROL PLAN BEFORE ANY PHYSICAL WORK IS TO TAKE PLACE. LOCATE FLAGS SHALL BE REMOVED AFTER THE "EXCAVATOR" HAS DETERMINED THE WORK IS COMPLETE.



PROJECT NO.	SHEET NO.
UPN: PC-1855	1
JEO: 230296.00	Drawn: BRS
Date: 29MAY-2024	Checked: JHM
	Approved: MJE


VERIZON WIRELESS
 1904 COUNTY ROAD G
 SALINE COUNTY, NE



PRIOR TO CONSTRUCTION:
 CALL 811 FOR LOCATION OF UNDERGROUND TELEPHONE, ELECTRIC, GAS MAINS, CABLE, TELEVISION AND OTHER UTILITIES.

EXISTING UNDERGROUND AND OVERHEAD UTILITIES AND DRAINAGE STRUCTURES HAVE BEEN PLOTTED FROM AVAILABLE INFORMATION AND THEREFORE THEIR LOCATIONS MUST BE CONSIDERED APPROXIMATE ONLY. IT IS THE RESPONSIBILITY OF THE INDIVIDUAL CONTRACTORS TO EXACTLY LOCATE AND PROTECT EACH EXISTING UTILITY BEFORE AND DURING ACTUAL CONSTRUCTION.


JEO CONSULTING GROUP INC
 1937 N. Chestnut Street
 Warsaw, NE 68066
 1.800.723.8567
 JEO Consulting Group, Inc.
 Organization Certificate of Authorization
 Number: CA-0069



COVER

By: bbeck
 Date: 29-MAY-2024 11:23
 File: P:\Engineering\230296.00 - UPN7 Design\45 Verizon Wireless Create NE2 Drawings\Sheets\Page2 - General Notes.dgn

PROJECT NOTES

1. THE LOCATIONS OF ALL AERIAL AND UNDERGROUND UTILITY FACILITIES MAY NOT BE INDICATED ON THESE PLANS. UNDERGROUND UTILITIES, WHETHER SHOWN OR NOT, WILL BE LOCATED AND FLAGGED BY THE UTILITIES UPON THE REQUEST OF THE CONTRACTOR. NO EXCAVATION WILL BE PERMITTED IN THE AREA OF THE UNDERGROUND UTILITIES UNTIL ALL SUCH FACILITIES HAVE BEEN LOCATED AND IDENTIFIED TO THE SATISFACTION OF ALL PARTIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTION OF ALL UNDERGROUND AND AERIAL UTILITIES AND CONSTRUCTIONS.
2. UNLESS OTHERWISE AGREED TO IN WRITING IN ADVANCE OF THE PROJECT CONSTRUCTION, THE DEPTH OF INSTALLED FACILITIES SHALL BE, AT A MINIMUM, AS FOLLOWS:
 - A. FORTY-TWO (42) INCHES IN SOIL.
 - B. FORTY-TWO (42) INCHES BELOW A PROJECTED SLOPE FROM THE FLOW LINE OF A DITCH AT A THREE (3) HORIZONTAL AND ONE (1) VERTICAL SLOPE.
 - C. FORTY-EIGHT (48) INCHES UNDER A ROADWAY MEASURED FROM THE SURFACE OF SAID ROADWAY TO THE TOP OF THE INSTALLATION.
 - D. FORTY-EIGHT (48) INCHES UNDER A STORM WATER OR CREEK CHANNEL DESIGN FLOW LINE, AND
 - E. MAINTAIN A MINIMUM OF 24" OF VERTICAL & HORIZONTAL SPACING FROM EXISTING UTILITIES.
3. ALL POTHOLES IN SIDEWALK PANELS WILL REQUIRE FULL PANEL REPLACEMENT.
4. ANY CUT OR POTHOLE IN A CONCRETE STREET PANEL WILL REQUIRE FULL PANEL REPLACEMENT OR CORE REPLACEMENT WITH AN APPROVED EPOXY.
5. ANY CUT OR POTHOLE IN AN ASPHALT STREET LANE WILL REQUIRE SEAM TO SEAM ASPHALT MILLING AND REPLACEMENT.
6. ALL WORK ZONE TRAFFIC CONTROL, INCLUDING PEDESTRIAN CONTROL MEASURES, SHALL BE IN COMPLIANCE WITH THE MUTCD, LATEST EDITION, AND ADA.
7. PULL STRING SHALL BE INSTALLED IN EACH AND EVERY NEW CONDUIT.

PROJECT NO.	SHEET NO.
UPN: PO-1855	2
JEO: 230296.00	Drawn: JRS
Date: 29-MAY-2024	Checked: JRS
	Approved: MAM



VERIZON WIRELESS
 1904 COUNTY ROAD G
 SALINE COUNTY, NE



**Know what's below.
 Call before you dig.**

PRIOR TO CONSTRUCTION:
 CALL 811 FOR LOCATION OF UNDERGROUND TELEPHONE, ELECTRIC, GAS MAIN, CABLE, TELEVISION AND OTHER UTILITIES.

EXISTING UNDERGROUND AND OVERHEAD UTILITIES AND DRAINAGE STRUCTURES HAVE BEEN PLOTTED FROM AVAILABLE INFORMATION AND THEREFORE, THEIR LOCATIONS MUST BE CONSIDERED APPROXIMATE ONLY. IT IS THE RESPONSIBILITY OF THE INDIVIDUAL CONTRACTORS TO EXACTLY LOCATE AND PROTECT EACH EXISTING UTILITY BEFORE AND DURING ACTUAL CONSTRUCTION.

JEO CONSULTING GROUP INC.
 1937 N. Chestnut Street
 Warsaw, NE 68069
 1.800.723.6567
 JEO Consulting Group, Inc.
 Organization Certificate of Authorization
 Number: CA-0009



GENERAL NOTES

By: lboeck
 Date: 29-MAY-2024 11:23
 File: P:\Engineering\230296_00 - UPN1Z Design\49 Verizon Wireless Create NE1Z Drawings\Sheets\Page3 - Details.dgn

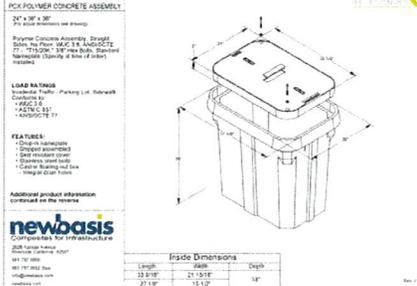
LEGEND OF SYMBOLS

- EXISTING CONDUIT
- EXISTING AERIAL FIBER
- BORED CONDUIT
- TRENCHED CONDUIT
- NEW AERIAL FIBER
- NEW AERIAL FIBER, OVERLASH
- MESSENGER CABLE
- NO CITY RECIPIENT FIBER
- EXISTING SIGNAL CONDUIT
- ROW
- NEW PULL BOX
- NEW PEDESTAL
- NEW POLE
- NEW DOWN GUY
- NEW RISER
- NEW SLACK SPAN
- NEW SLACK LOOP
- EXISTING PULL BOX
- EXISTING PEDESTAL
- EXISTING UTILITY POLE
- EXISTING SLACK LOOP
- EXISTING SPLICE CASE
- EXISTING MANHOLE
- SIGN
- BARRICADE
- DRUM
- BORE PIT
- ARROW PANEL

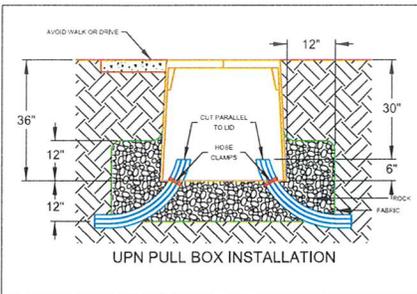
CABLE AND CONDUIT DESIGNATIONS

- B is Conduit Bored (i.e. 3" B)
- C is Conductor (i.e. 3/C)
- CC is Coaxial Cable
- CCD is Camera Control Cable
- CDC is Camera Detector Cable
- CG is Circuit Ground
- CP is Camera Power Cable
- DB is Direct Buried
- DMSC is Dynamic Message Sign Cable
- EDC is Emergency Detector Cable
- ETW is Electric Tracer Wire
- EX is Existing
- FI is Fabric Interduct
- FLC is Fiber Locate Cable
- FTW is Fiber Tracer Wire
- INS is Install
- INT is Interduct
- LC is Lead-In Cable
- M is Conduit Mounted (i.e. 2" M)
- MB is Main Line Conduit Group Bored (6) 1 1/4"
- MM is Multi-Mode Fiber Cable
- MT is Main Line Conduit Group Trenched (6) 1 1/4"
- NO is Number
- OH is Over Head
- PR is Pair of Communication (i.e. 6 PR)
- REL is Relocate
- REM is Remove
- RGS is Right Galvanized Steel
- SC is Service Cable
- SL is Street Light
- SM is Single Mode Fiber Cable
- T is Conduit Trenched (i.e. 3" T)
- TW is Tracer Wire (black or green)
- BOC is Back Of Curb
- EOP is Edge Of Pavement

PCA243636-00006



UPN PULL BOX, 24\"/>



UPN PULL BOX INSTALLATION

SUMMARY OF QUANTITIES

ITEM	UNIT	QUANTITY
CONDUIT, 2\"/>		
TRACER WIRE	LF.	495
TEMPORARY TRAFFIC CONTROL FOR CONSTRUCTION	LS.	1
FIBER, 96 SM, UNDERGROUND	LF.	495
FIBER, 96 SM, UNDERGROUND SLACK STORAGE	LF.	80

ALL FIBER (UNDERGROUND/AERIAL) AND CONDUIT (BORE/TRENCH/PLOW) QUANTITIES ARE MEASURED AS LINEAL FEET BETWEEN CENTERS OF PULL BOXES, CABINETS AND POLES. QUANTITIES DO NOT ACCOUNT FOR ELEVATION CHANGE OR SLACK.

PROJECT NO.	SHEET NO.
UPN: PO-48855	3
JEC: 230296-00	Drawn: BNS
Date: 29-MAY-2024	Checked: JDM
	Approved: MAF



VERIZON WIRELESS
 1904 COUNTY ROAD G
 SALINE COUNTY, NE



Know what's below.
 Call before you dig.

PRIOR TO CONSTRUCTION:
 CALL 811 FOR LOCATION OF UNDERGROUND TELEPHONE, ELECTRIC, GAS MAINS, CABLE TELEVISION AND OTHER UTILITIES.

EXISTING UNDERGROUND AND OVERHEAD UTILITIES AND DRAINAGE STRUCTURES HAVE BEEN PLOTTED FROM AVAILABLE INFORMATION AND THEREFORE, THEIR LOCATIONS MUST BE CONSIDERED APPROXIMATE ONLY. IT IS THE RESPONSIBILITY OF THE INDIVIDUAL CONTRACTORS TO EXACTLY LOCATE AND PROTECT EACH EXISTING UTILITY BEFORE AND DURING ACTUAL CONSTRUCTION.

JEO CONSULTING GROUP INC
 1937 N. Chestnut Street
 Warsaw, NE 68066
 1.800.723.8567
 JEO Consulting Group, Inc.
 Organization Certificate of Authorization
 Number CA0009



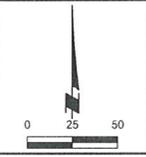
DETAILS

By: lbeck
 Date: 29-MAY-2024 11:23
 File: P:\Engineering\230256.00 - UPN17 Design\46 Verizon Wireless Create NE12 Drawings\Sheets\Pages4 - Fiber Design.dgn

PROJECT NO.	SHEET NO.
UPN: PO4855	4
ED: 230256.00	Checked: SRS
Date: 29-MAY-2024	Approved: JEM



VERIZON WIRELESS
 1904 COUNTY ROAD G
 SALINE COUNTY, NE



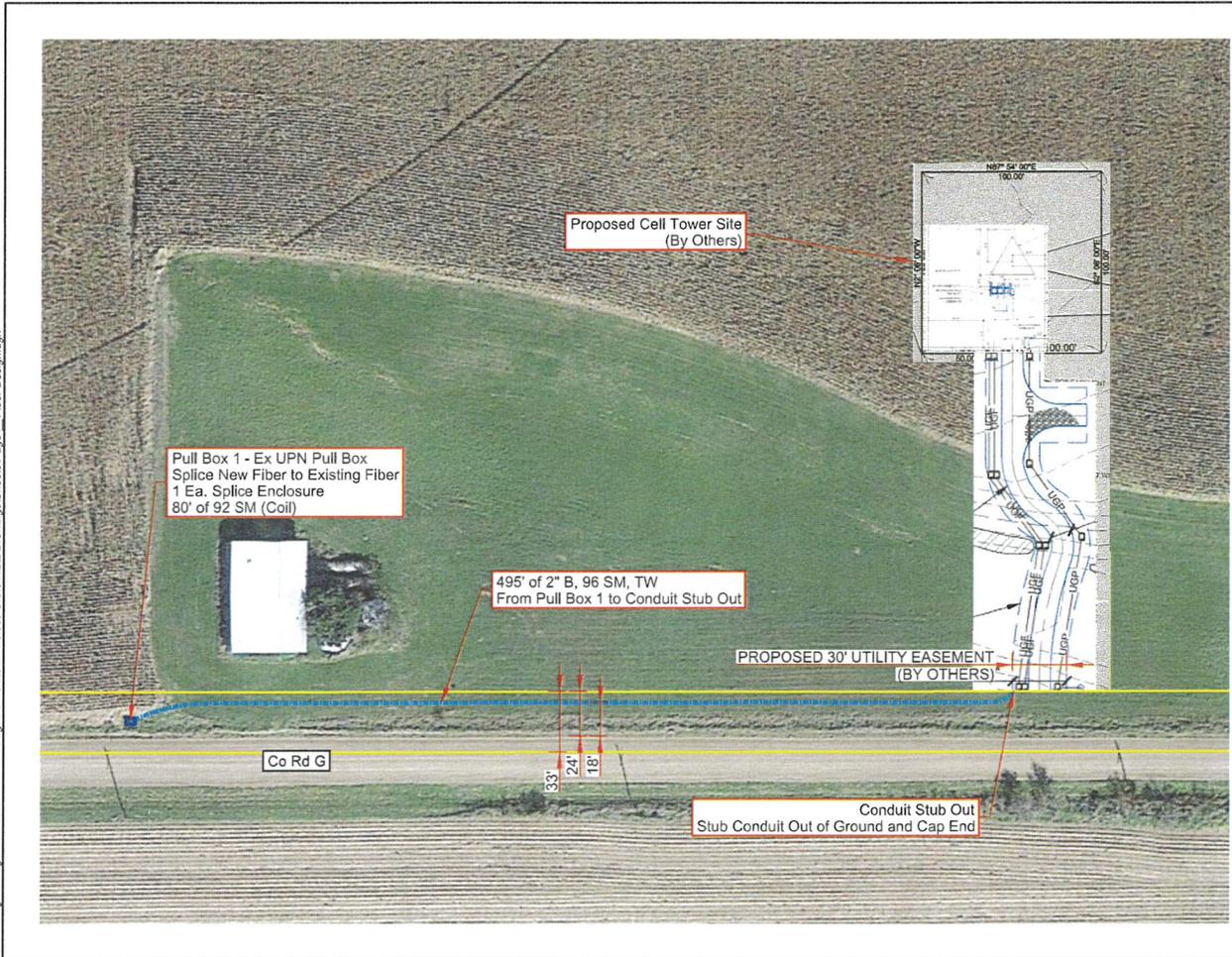
PRIOR TO CONSTRUCTION:
 CALL 811 FOR LOCATION OF UNDERGROUND TELEPHONE, ELECTRIC, GAS, WATER, CABLE TELEVISION AND OTHER UTILITIES.

EXISTING UNDERGROUND AND OVERHEAD UTILITIES AND DRAINAGE STRUCTURES HAVE BEEN PLOTTED FROM AVAILABLE INFORMATION AND THEREFORE, THEIR LOCATIONS MUST BE CONSIDERED APPROXIMATE ONLY. IT IS THE RESPONSIBILITY OF THE INDIVIDUAL CONTRACTORS TO EXACTLY LOCATE AND PROTECT EACH EXISTING UTILITY BEFORE AND DURING ACTUAL CONSTRUCTION.

JEO CONSULTING GROUP INC
 1337 N. Chestnut Street
 Wahoo, NE 68096
 1.800.723.8567
 JEO Consulting Group, Inc.
 Organization Certificate of Authorization
 Number CA0009

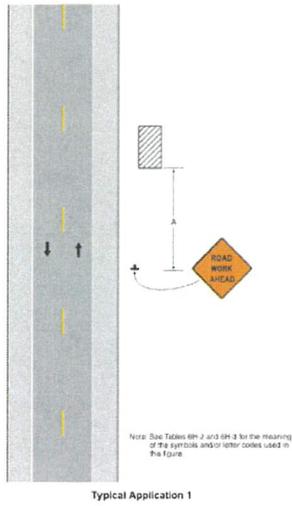


FIBER DESIGN

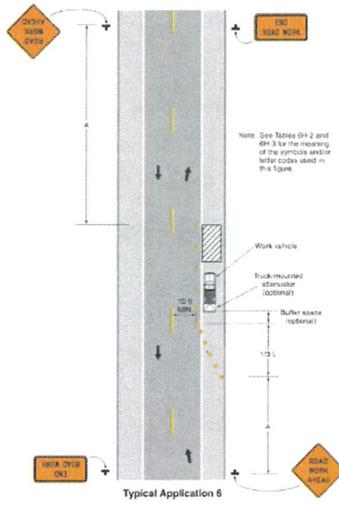


By: bbeock
 Date: 29-MAY-2024 11:23
 File: P:\Engineering\250256.00 - UPN7 Design\45 Verizon Wireless Crite NE2 Drawings\Sheets\Pages - Traffic Control.dgn

*FROM MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) 2009 EDITION
 Figure 6H-1. Work Beyond the Shoulder (TA-1)



*FROM MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) 2009 EDITION
 Figure 6H-6. Shoulder Work with Minor Encroachment (TA-6)



*FROM MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD) 2009 EDITION

Table 6H-3. Meaning of Letter Codes on Typical Application Diagrams

Road Type	Distance Between Signs**		
	A	B	C
Urban (one-way)	100 feet	100 feet	100 feet
Urban (two-way)	200 feet	200 feet	300 feet
Rural	500 feet	500 feet	500 feet
Expressway / Freeway	1,000 feet	1,500 feet	2,000 feet

** Spaced varying to be determined by Highway Agency.
 * The column letter codes A, B, and C are the dimensions shown in Figures 6H-1 through 6H-6. The A dimension is the distance from the first sign to the start of the work zone. The B dimension is the distance between the first and second signs. The C dimension is the distance between the second and third signs. (The "third sign" is the sign in a three-sign series that is closest to the TTC zone. The "third sign" is the sign that is furthest upstream from the TTC zone.)

PROJECT NO. SHEET NO.
 UPN: PC-1855 5
 E.O. 250256.00 Drawn: BRS
 Date: 29-MAY-2024 Checked: JDM
 Approved: MAF



VERIZON WIRELESS
 1904 COUNTY ROAD G
 SALINE COUNTY, NE



Know what's below.
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JEO CONSULTING GROUP INC
 1937 N. Chestnut Street
 Warsaw, NE 68069
 1.800.723.8567
 JEO Consulting Group, Inc.
 Organization Certificate of Authorization
 Number C04003



TRAFFIC CONTROL

Pay Period

6 #2

Pay Date:

6/28/2024

Direct Deposits	\$197,286.71
Tax Liabilities	\$69,412.47
Third Party Liabilities	
Third Party Electronic Payments	\$403.39
Payroll Billing	
Total amount to be debited or wired	\$267,102.57

Totals for Meeting Minutes

Ameritas – <i>Group Retirement</i>	\$32,285.61
Medica (#5359)	
Health Savings Account	\$10,196.64
Principal – <i>Dental</i> (#5240)	\$2,461.80
Madison National Life – <i>Group Life Ins.</i> (#3270)	\$325.31
AFLAC (#155)	\$971.96
VSP – <i>Eye Care</i> (#4748)	\$588.07
Empower Retirement (#5207)	\$3,026.61
Point C – <i>Dep. Care and Unreimb. Med</i>	\$1,027.07
Colonial Supplement Ins. (#3334)	\$177.43
Madison National Life – <i>Disability Ins.</i> (#3718)	\$564.65
Teamsters Local Union No. 554 (#4366)	\$392.00
New York Life (#4741)	\$95.64
Globe Life Insurance (#5150)	\$213.64
Saline County Court	\$846.53

Approved this 25th day of June, 2024

County Board

Chairman

SALINE
BOARD PREAPPROVAL REPORT
GENERAL
FROM 06/28/2024 TO 06/28/2024

Account #	Description	Account Amt	Vendor	Invoice Description	Claim #

218-00	PAYROLL DEDUCTION				
05-0-0000	RETIREMENT	10,881.94	AMERITAS LIFE	EE RETIREMENT ER RETIREMEN	24060425
08-0-0000	DENTAL INSURANCE	899.16	PRINCIPAL	EE INSURANCE ER INSURANCE	24060434
09-0-0000	AFLAC-CANCER	772.60	AFLAC	EE INSURANCE	24060424
10-0-0000	VISION INSURANCE	485.79	VSP-VISION SERVICE PLAN	EE INSURANCE	24060436
12-0-0000	GARNISHMENT	585.17	PROFESSIONAL CHOICE RECOV	GARNISHMENT	24060435
13-0-0000	DEFERRED COMPENSATION	2,526.61	EMPOWER RETIREMENT	EE RETIREMENT	24060427
14-0-0000	COLONIAL INSURANCE	94.11	COLONIAL SUPPLEMENTAL INS	EE INSURANCE	24060426
15-0-0000	DEPENDENT CARE	2,816.64	POINT C	EE HSA ER HSA	24060432
15-0-0000	DEPENDENT CARE	491.66	POINT C	EE FSA EE DCA	24060433
16-0-0000	UNREIMBURSED MEDICAL	502.08	POINT C	EE FSA EE DCA	24060433
19-0-0000	NEW YORK LIFE	175.42	GLOBE LIFE LIBERTY NATION	EE INSURANCE	24060428
19-0-0000	NEW YORK LIFE	80.64	NEW YORK LIFE	EE INSURANCE	24060431

	218-00 PAYROLL DEDUCTION	20,311.82			

601-00	BOARD				
00-2-1801	DUES, SUB, REG, & TRAINING	559.80	CROWNE PLAZA	ACCT 10453	24060268

	601-00 BOARD	559.80			

602-00	CLERK				
00-2-0100	POSTAL SERVICES	785.69	QUADIENT INC	INV 61105097	24060316
00-2-0100	POSTAL SERVICES	1,500.00	U.S.P.S - POC	ACCT 8087918	24060336
00-2-1700	TRAVEL EXPENSES	239.90	COMFORT INN	#314 NETTIFEE	24060263
00-2-1704	MILEAGE ALLOWANCE	168.84	DIANN NETTIFEE	MILEAGE	24060310
00-3-0101	OFFICE SUPPLIES	12.56	EAKES OFFICE PLUS	INV INV559360 INV INV55927	24060272

	602-00 CLERK	2,706.99			

603-00	TREASURER				
00-2-0100	POSTAL SERVICES	1,571.37	QUADIENT INC	INV 61105097	24060316
00-3-0101	OFFICE SUPPLIES	980.75	ROCHESTER 100 INC	INV 0003733	24060318

	603-00 TREASURER	2,552.12			

605-00	ASSESSOR				
00-2-0100	POSTAL SERVICES	785.68	QUADIENT INC	INV 61105097	24060316
00-2-1100	DATA PROCESSING COSTS	389.95	MARSHALL & SWIFT/BOECKH L	ACCT 2069946	24060297
00-2-1100	DATA PROCESSING COSTS	1,833.60	MIPS INC	INV 24060032 INV 24060947 I	24060304
00-2-1801	DUES, SUB, REG, & TRAINING	900.00	NCRAAO	B. KELLY S. JELINEK D. CLAR	24060308
00-2-3900	CONTRACTOR FOR REAPPRAISAL	18,455.00	STANARD APPRAISAL SERVICE	INV 3215 INV 3218	24060329

SALINE
BOARD PREAPPROVAL REPORT
GENERAL
FROM 06/28/2024 TO 06/28/2024

Account #	Description	Account Amt	Vendor	Invoice Description	Claim #
00-2-3920	CONTRACTURAL SERVICES	104,393.82	MIPS INC	INV 24060032 INV 24060947 I	24060304
00-3-0101	OFFICE SUPPLIES	541.07	EAKES OFFICE PLUS	INV INV559360 INV INV55927	24060272
605-00 ASSESSOR		127,299.12			
607-00 ELECTION					
00-2-0100	POSTAL SERVICE	4,000.00	U.S.P.S - POC	ACCT 8087918	24060336
00-2-2000	PRINTING AND PUBLISHING	821.70	SEWARD COUNTY INDEPENDENT	INV 190315 INV 190088 INV 1	24060326
00-3-0101	OFFICE SUPPLIES	149.82	PINNACLE BANK	ACCT 5502	24060342
607-00 ELECTION		4,971.52			
608-00 PLANNING-ZONING COMMISSION					
00-2-0100	POSTAL SERVICE	8.97	VISA	ACCT 4030	24060349
00-2-2000	PRINTING AND PUBLISHING	21.84	SEWARD COUNTY INDEPENDENT	INV 190315 INV 190088 INV 1	24060326
00-5-0500	OFFICE EQUIPMENT	184.47	VISA	ACCT 4030	24060349
608-00 PLANNING-ZONING COMMISSION		215.28			
610-00 VOICE/DATA SERVICES					
00-4-0200	IT SUPPORT-SOARIN	30.60	SOARIN GROUP LLC	INV INV-12236 INV INV-1254	24060328
00-4-0201	DATA PROCESSING-MIPS	2,248.72	MIPS INC	INV 24060032 INV 24060947 I	24060304
00-4-0201	DATA PROCESSING-MIPS	242.00	STATE OF NE-DEPT OF ADMIN	INV 1431193	24060330
00-4-0203	INTERNET SERVICES	3,075.34	UNITE PRIVATE NETWORKS	INV 24-020222	24060338
00-4-0204	LANDLINE SERVICES	3,439.95	UNITE PRIVATE NETWORKS	INV 24-020222	24060338
00-4-0204	LANDLINE SERVICES	1,486.38	WINDSTREAM	ACCT 090935389	24060355
00-4-0205	MOBILE PHONE SERVICES	2,087.42	VERIZON WIRELESS	INV 9966314397	24060340
610-00 VOICE/DATA SERVICES		12,610.41			
621-00 CLERK OF DIST. COURT					
00-2-1700	TRAVEL EXPENSES	23.75	AMBER MULBERY	MILEAGE REIMBURSE	24060306
00-2-1704	MILEAGE ALLOWANCE	222.44	AMBER MULBERY	MILEAGE REIMBURSE	24060306
621-00 CLERK OF DIST. COURT		246.19			
622-00 COUNTY COURT SYSTEM-JUDGE					
00-2-0100	POSTAL SERVICES	19.61	VISA	ACCT 6942	24060343
00-4-0200	EQUIPMENT RENTAL - OFFICE	157.00	CAPITAL BUSINESS SYSTEMS	INV 36683287	24060257
00-4-0200	EQUIPMENT RENTAL - OFFICE	150.00	MICROFILM IMAGING SYSTEMS	INV 95214	24060302

SALINE
BOARD PREAPPROVAL REPORT
GENERAL
FROM 06/28/2024 TO 06/28/2024

Account #	Description	Account Amt	Vendor	Invoice Description	Claim #
00-4-0200	EQUIPMENT RENTAL - OFFICE	54.53	SHREDDING SOLUTIONS	INV 19030 INV 19031	24060327
622-00 COUNTY COURT SYSTEM-JUDGE		381.14			
631-00 CLERK OF DIST. COURT CHILD SUPPORT					
00-2-1100	DATA PROCESSING COSTS	124.00	MIPS INC	INV 24060032 INV 24060947 I	24060304
00-2-2909	CHILD SUPPORT SURVEY	1,300.00	MAXIMUS INC	INV 02	24060299
631-00 CLERK OF DIST. COURT CHILD SUPPORT		1,424.00			
641-00 BUILDING & GROUNDS (COURT HOUSE)					
00-1-0406	CUSTODIAL P/T SALARY	64.00	SANDRA JOHNSON	5/18-26/24	24060288
00-1-0406	CUSTODIAL P/T SALARY	96.00	DELANEY MAZZA	MAY 2024	24060300
00-2-0501	LIGHT	3,668.52	CITY OF WILBER	ACCT 7200000 ACCT 2680700 A	24060262
00-2-0502	WATER	214.60	CITY OF WILBER	ACCT 7200000 ACCT 2680700 A	24060262
00-2-0503	HEATING/FUELS	155.37	BLACK HILLS ENERGY	ACCT2148156072 ACCT99470482	24060255
00-2-0505	GARBAGE	290.51	CITY OF WILBER	ACCT 7200000 ACCT 2680700 A	24060262
00-2-1610	LAWN EQUIPMENT REPAIR	53.98	SACK LUMBER COMPANY	INV 2406289230 INV 24062910	24060319
00-2-1610	LAWN EQUIPMENT REPAIR	140.04	41 AUTO PARTS	ACCT 42	24060358
00-2-4100	LAWN CARE	53.43	FOOD MESTO	AVVT 1014	24060278
00-2-4100	LAWN CARE	335.07	THE GARLAND COMPANY	INV GUS0228041	24060280
00-2-4100	LAWN CARE	136.44	HELENA AGRI-ENTERPRISES,	INV 381562518 INV 38156228	24060283
00-2-9900	MISCELLANEOUS	134.30	CARROT-TOP INDUSTRIES INC	INV INV130407	24060258
00-2-9900	MISCELLANEOUS	1,097.00	SOARIN GROUP LLC	INV INV-12236 INV INV-1254	24060328
00-2-9900	MISCELLANEOUS	152.92	WALKER UNIFORM RENTAL	INV 1338502 INV 1341058 INV	24060350
00-3-0103	JANITORIAL SUPPLIES	8.59	CRETE ACE HARDWARE #82123	ACCT 212374	24060266
00-3-0103	JANITORIAL SUPPLIES	7.58	FOOD MESTO	AVVT 1014	24060278
00-3-0103	JANITORIAL SUPPLIES	15.15	41 AUTO PARTS	ACCT 42	24060358
00-5-0225	LAWN CARE EQUIPMENT	74.97	CRETE ACE HARDWARE #82123	ACCT 212374	24060266
00-5-0225	LAWN CARE EQUIPMENT	52.48	SACK LUMBER COMPANY	INV 2406289230 INV 24062910	24060319
00-5-0225	LAWN CARE EQUIPMENT	630.23	VISA	ACCT 4716	24060345
00-5-0230	BUILDING IMPROVEMENTS	239.92	BEATRICE MECHANICAL SERVI	INV 215952	24060254
00-5-0230	BUILDING IMPROVEMENTS	508.45	CUMMINS SALES AND SERVICE	INV J3-31383	24060270
00-5-0230	BUILDING IMPROVEMENTS	354.63	TK ELEVATOR CORPORATION	INV 1000611751	24060335
00-5-0319	JANITORIAL EQUIPMENT	1,184.00	EAKES OFFICE PLUS	INV INV559360 INV INV55927	24060272
641-00 BUILDING & GROUNDS (COURT HOUSE)		9,668.18			
645-00 EXTENSION OFFICE					
00-2-1200	OFFICE EQUIPMENT REPAIR	397.37	EAKES OFFICE PLUS	INV INV559360 INV INV55927	24060272
00-2-1200	OFFICE EQUIPMENT REPAIR	1,794.60	HOMETOWN LEASING	ACCT 51799993	24060284
00-2-1704	MILEAGE ALLOWANCE	148.07	NATHAN MUELLER	MILEAGE	24060305
00-2-1704	MILEAGE ALLOWANCE	54.67	MADLINE WERNER	MILEAGE	24060353
00-2-2000	PRINTING AND PUBLISHING	35.00	SEWARD COUNTY INDEPENDENT	INV 190315 INV 190088 INV 1	24060326

SALINE
BOARD PREAPPROVAL REPORT
GENERAL
FROM 06/28/2024 TO 06/28/2024

Account #	Description	Account Amt	Vendor	Invoice Description	Claim #

645-00 EXTENSION OFFICE		2,429.71	*****		

651-00 SHERIFF					
00-2-0100	POSTAL SERVICES	8.73	VISA	ACCT 6084	24060346
00-2-1200	OFFICE EQUIPMENT REPAIR	38.50	L-TRON CORPORATION	INV 684273	24060292
00-2-9900	MISCELLANEOUS	50.78	FEDEX	INV2-277-82227	24060275
00-2-9900	MISCELLANEOUS	3,450.00	K & J ENTERPRISES LLC	INV 4499	24060289
00-2-9900	MISCELLANEOUS	48.74	VERIZON WIRELESS	INV 9966314397	24060340
00-3-0101	OFFICE SUPPLIES	29.17	MALLORY SAFETY AND SUPPLY	INV 5912901 INV 5910717 INV	24060296
00-3-0112	LAW ENFORCEMENT SUPPLIES	1,638.81	MAVERICK TACTICAL	INV 1189	24060298
00-3-0112	LAW ENFORCEMENT SUPPLIES	7,361.60	SUNSET LAW ENFORCEMENT	O# 0010358	24060333
00-3-0209	FUEL	8,015.69	FARMERS COOPERATIVE	INV 001745 ACCT 1715	24060274
00-3-0209	FUEL	6,563.54	SAPP BROS INC - LINCOLN	ACCT 715651	24060324
00-3-0212	EQUIPMENT REPAIRS-COMMERCIAL	3,225.27	41 AUTO PARTS	ACCT 33	24060359
00-5-0318	SAFETY EQUIPMENT	205.00	CHAMBERS CUSTOM	INV 1494	24060261
00-5-0318	SAFETY EQUIPMENT	2,602.00	STOP STICK LTD	INV 2024-31228	24060331
00-5-0318	SAFETY EQUIPMENT	7,747.25	911 CUSTOM	INV 56817-1 INV 56817-2	24060360
00-5-0400	TECHNICAL EQUIPMENT	4,649.98	MALLORY SAFETY AND SUPPLY	INV 5912901 INV 5910717 INV	24060296
00-5-0400	TECHNICAL EQUIPMENT	7,668.71	SEILER INSTRUMENT & MFG C	INV INV31274 INV SO29046	24060325
00-5-0400	TECHNICAL EQUIPMENT	522.29	VISA	ACCT 9495	24060347

651-00 SHERIFF		53,826.06	*****		

652-00 ATTORNEY					
00-1-0405	P/T SALARY-CLERICAL	1,440.00	KYLEN CURRY	5/18-31/24 6/1-7/24	24060271
00-2-0100	POSTAL SERVICES	776.60	SALINE COUNTY ATTORNEY PE	REIMBURSE	24060320
00-2-1801	DUES, SUB, REG, & TRAINING	240.04	VISA	ACCT 4682	24060341
00-5-0500	OFFICE EQUIPMENT	972.98	ODP BUSINESS SOLUTIONS LL	370290027-001 6/12/24	24060313
00-5-0500	OFFICE EQUIPMENT	1,097.00	SOARIN GROUP LLC	INV INV-12236 INV INV-1254	24060328
00-5-0700	FURNITURE	989.96	ODP BUSINESS SOLUTIONS LL	370290027-001 6/12/24	24060313

652-00 ATTORNEY		5,516.58	*****		

662-00 ATTORNEY-CHILD SUPPORT					
00-2-1801	DUES, SUB, REG, & TRAINING	179.47	THOMSON REUTERS	INV 850239806	24060334
00-2-2909	CHILD SUPPORT SURVEY	1,300.00	MAXIMUS INC	INV 02	24060299
00-5-0500	OFFICE EQUIPMENT	336.18	ULINE	INV 179261167	24060337

662-00 ATTORNEY-CHILD SUPPORT		1,815.65	*****		

671-00 JAIL					
00-1-1100	UNIFORM ALLOWANCE	129.34	MALLORY SAFETY AND SUPPLY	INV 5912901 INV 5910717 INV	24060296

SALINE
BOARD PREAPPROVAL REPORT
GENERAL
FROM 06/28/2024 TO 06/28/2024

Account #	Description	Account Amt	Vendor	Invoice Description	Claim #
00-2-0101	ELECTRICITY	2,524.97	CITY OF WILBER	ACCT 7200000 ACCT 2680700 A	24060262
00-2-0102	WATER	1,169.14	CITY OF WILBER	ACCT 7200000 ACCT 2680700 A	24060262
00-2-0103	GAS	2.13	BLACK HILLS ENERGY	ACCT2148156072 ACCT99470482	24060255
00-2-0505	GARBAGE	156.83	CITY OF WILBER	ACCT 7200000 ACCT 2680700 A	24060262
00-2-0609	MAINTENANCE CONTRACTS/REPAIRS	8,224.78	CELLEBRITE INC	INV Q-393225-1	24060259
00-2-0609	MAINTENANCE CONTRACTS/REPAIRS	3,257.00	IDEMIA IDENTITY & SECURIT	INV 170058	24060285
00-2-0609	MAINTENANCE CONTRACTS/REPAIRS	174.50	LEE'S REFRIGERATION	INV 3649 INV WO-0361	24060294
00-2-1801	DUES, SUB, REG, & TRAINING	226.95	CONSOLIDATED MANAGEMENT C	INV 2402123	24060264
00-2-1801	DUES, SUB, REG, & TRAINING	18.88	LANGUAGE LINE SERVICES IN	INV 11315487	24060293
00-2-1801	DUES, SUB, REG, & TRAINING	66.59	VISA	ACCT 9495	24060347
00-2-1805	PERSONAL SAFETY EQUIPMENT	277.08	MALLORY SAFETY AND SUPPLY	INV 5912901 INV 5910717 INV	24060296
00-2-1900	BOARD OF PRISONERS-MEALS	16,854.27	SUMMIT FOOD SERVICE LLC	INV2000209542 INV200020885	24060332
00-2-3000	MEDICAL SERVICES	580.00	FRIEND COMMUNITY HEALTHCA	5/29/24 6/5/24	24060279
00-2-3000	MEDICAL SERVICES	22.00	LINCOLN RADIOLOGY GROUP P	LRG1738345C	24060295
00-2-4100	WEED CONTROL-LAWN	318.36	HELENA AGRI-ENTERPRISES,	INV 381562518 INV 38156228	24060283
00-2-4100	WEED CONTROL-LAWN	360.00	IRRIGATION PLUS	INV 1353	24060286
00-2-4100	WEED CONTROL-LAWN	2.96	41 AUTO PARTS	ACCT 33	24060359
00-2-9900	MISCELLANEOUS	114.90	MENARDS LINCOLN STORE SOU	INV 34126	24060301
00-2-9900	MISCELLANEOUS	272.34	41 AUTO PARTS	ACCT 33	24060359
00-3-0100	SUPPLIES & MATERIALS-LINENS ET	178.00	BURDISCO IMPORTS LLC	INV 1017	24060256
00-3-0100	SUPPLIES & MATERIALS-LINENS ET	667.05	CULLIGAN OF CRETE	INV 63553 INV 63556	24060269
00-3-0100	SUPPLIES & MATERIALS-LINENS ET	469.36	ECOLAB	INV 6346063180	24060273
00-3-0100	SUPPLIES & MATERIALS-LINENS ET	175.38	VISA	ACCT 9495	24060347
00-3-0101	OFFICE SUPPLIES	920.00	EAKES OFFICE PLUS	INV INV559360 INV INV55927	24060272
00-3-0103	JANITORIAL SUPPLIES	198.98	HD SUPPLY	INV 805984192	24060282
00-3-0103	JANITORIAL SUPPLIES	64.71	WALKER UNIFORM RENTAL	INV 1343605	24060351
00-3-0105	MEDICAL SUPPLIES	66.75	BARNAS DRUG INC	ACCT 228	24060253
00-3-0119	BUILDING SUPPLIES	1,095.70	CRETE ACE HARDWARE #82121	ACCT 212111	24060265
00-3-0119	BUILDING SUPPLIES	168.05	KINER SUPPLY CO	INV 69064	24060290
00-3-0119	BUILDING SUPPLIES	49.20	LEE'S REFRIGERATION	INV 3649 INV WO-0361	24060294
00-3-0119	BUILDING SUPPLIES	245.00	RADIANT HEATING SYSTEMS O	INV 2699	24060317
00-3-0119	BUILDING SUPPLIES	24.74	WILBER PLUMBING HEATING &	INV 22536836	24060354
00-3-0119	BUILDING SUPPLIES	13.08	41 AUTO PARTS	ACCT 33	24060359
00-3-0134	LAUNDRY SUPPLIES	763.03	ECOLAB	INV 6346063180	24060273
00-3-0209	FUEL	1,640.88	SAPP BROS INC - LINCOLN	ACCT 715651	24060324
00-3-0209	FUEL	28.26	ANDY WATSON	REIMBURSE	24060352
00-5-0500	OFFICE EQUIPMENT	3,464.75	THE HARLOFF COMPANY	INV WBS052024S	24060281

	671-00 JAIL	44,985.94			

690-00 911	EMERGENCY SERVICES				
00-1-1100	UNIFORM ALLOWANCE	258.68	MALLORY SAFETY AND SUPPLY	INV 5912901 INV 5910717 INV	24060296
00-2-1801	DUES, SUB, REG, & TRAINING	16.59	VISA	ACCT 9495	24060347
00-5-0700	FURNITURE	1,161.00	EAKES OFFICE PLUS	INV INV559360 INV INV55927	24060272

	690-00 911 EMERGENCY SERVICES	1,436.27			

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BOARD PREAPPROVAL REPORT
GENERAL
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Account #	Description	Account Amt	Vendor	Invoice Description	Claim #

693-00	EMERGENCY MANAGEMENT (CIVIL DEF)				
00-1-0305	CLERICAL SALARY	665.00	JEFFERSON COUNTY EMERGENC	MAY 2024	24060287
00-2-0500	TOWER ELECTRICITY	57.21	CITY OF WILBER	ACCT 7200000 ACCT 2680700 A	24060262
00-2-1301	TOWER EXPENSE	2,351.07	NMC EXCHANGE LLC	INV INV645471	24060312
00-2-1301	TOWER EXPENSE	171.53	41 AUTO PARTS	ACCT 33	24060359
00-2-1704	MILEAGE ALLOWANCE	3,760.00	JEFFERSON COUNTY EMERGENC	MAY 2024	24060287
00-3-0209	FUEL	35.74	VISA	ACCT 6723	24060344
00-5-0332	CIVIL DEFENSE EQUIPMENT	13,673.94	FIRST WIRELESS INC	ORD 032287	24060277

	693-00 EMERGENCY MANAGEMENT (CIVIL DEF)	20,714.49	*****		

733-00	WEED CONTROL				
00-2-1630	SPRAYING EQUIPMENT REPAIR	92.94	VISA	ACCT 4030	24060349
00-2-2000	PRINTING & PUBLISHING	216.00	SEWARD COUNTY INDEPENDENT	INV 190315 INV 190088 INV 1	24060326
00-3-0102	CHEMICAL SUPPLIES	3,484.48	HELENA AGRI-ENTERPRISES,	INV 381562518 INV 38156228	24060283
00-3-0106	SHOP SUPPLIES	66.64	VISA	ACCT 4030	24060349
00-5-0600	SPRAYING EQUIPMENT	148.50	FILLMORE COUNTY WEED CONT	6/5/24	24060276
00-5-0600	SPRAYING EQUIPMENT	408.89	VISA	ACCT 4030	24060349

	733-00 WEED CONTROL	4,417.45	*****		

803-00	VETERANS SERVICE				
00-2-6040	VETERANS MEMORIAL MAINT & REPA	4,670.52	CENTEC CAST METAL PRODUCT	INV 56524	24060260
00-3-0101	OFFICE SUPPLIES	1,043.05	VISA	ACCT 4674	24060348

	803-00 VETERANS SERVICE	5,713.57	*****		

970-00	MISCELLANEOUS & MISC. COURTS				
00-1-0100	WELLNESS COORDINATOR WAGES	42.94	VERIZON WIRELESS	INV 9966314397	24060340
00-1-0800	INSURANCE (DEDUCTIBLES)	6,975.00	POINT C	EE HSA ER HSA	24060432
00-1-0803	DENTAL INSURANCE	972.36	PRINCIPAL	EE INSURANCE ER INSURANCE	24060434
00-1-0804	LIFE INSURANCE (GROUP)	258.78	MADISON NATIONAL LIFE INS	ER INSURANCE	24060429
00-1-0805	LONG TERM DISABILITY (GROUP)	452.54	MADISON NATIONAL LIFE INS	ER INSURANCE	24060430
00-1-0900	RETIREMENT CONTRIBUTIONS	15,717.85	AMERITAS LIFE	EE RETIREMENT ER RETIREMEN	24060425
00-1-1400	MISCELLANEOUS INS	585.00	MID-AMERICAN BENEFITS LLC	INV PCH933743 INV PCH93374	24060314
00-2-0600	INSURANCE PREMIUMS	323,181.00	NIRMA	INV 25-22	24060311
00-2-1801	DUES, SUB, REG, & TRAINING	2,267.60	NACO	INV 20011147C	24060307
00-2-2000	PRINTING AND PUBLISHING (P & P	492.63	SEWARD COUNTY INDEPENDENT	INV 190315 INV 190088 INV 1	24060326
00-2-2412	COUNTY COURT ATTORNEY	437.00	JUSTIN KUNTZ	MHB 23-3 CR 23 351	24060291
00-2-2414	JUVENILE ATTORNEY	7,904.25	REBECCA ANDERSON	JV 22 118 JV 23 65 JV 20 27	24060252
00-2-2601	DISTRICT COURT COSTS	57.50	SALINE COUNTY ATTORNEY PE	REIMBURSE	24060320
00-2-2601	DISTRICT COURT COSTS	419.00	SALINE COUNTY DISTRICT CO	CLAIM 1784 CLAIM 1785 CLAIM	24060322
00-2-2602	COUNTY COURT COSTS	17.00	NEBRASKA.GOV	INV 8387570	24060309
00-2-2602	COUNTY COURT COSTS	25.70	SALINE COUNTY ATTORNEY PE	REIMBURSE	24060320

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Account #	Description	Account Amt	Vendor	Invoice Description	Claim #
00-2-2602	COUNTY COURT COSTS	698.00	SALINE COUNTY COURT	CLAIM 479	24060321
00-2-2602	COUNTY COURT COSTS	2,151.65	SALINE COUNTY SHERIFF	MAY 2024	24060323
00-2-2602	COUNTY COURT COSTS	82.98	HOLLY BURKE	WITNESS FEES	24060356
00-2-2602	COUNTY COURT COSTS	68.40	WENDY C CUTING	WITNESS FEES	24060357
00-2-2603	JUVENILE COURT COSTS	151.78	VISA	ACCT 4682	24060341
00-2-2700	MENTAL HEALTH BOARD COSTS	116.08	JUSTIN KUNTZ	MHB 23-3 CR 23 351	24060291
00-2-2700	7 MENTAL HEALTH BOARD COSTS	100.00	MIDWEST COURT REPORTING	MH 23-3	24060303
00-2-2700	MENTAL HEALTH BOARD COSTS	210.30	CARROLL L VERHAGE MD	MHB 23-3	24060339
00-2-7000	MICROFILMING/PHOTOSTAT	98.00	EAKES OFFICE PLUS	INV INV559360 INV INV55927	24060272
00-2-9900	MISCELLANEOUS	1,000.00	CRIST AUTO BODY & TOWING	DEDUCTIBLE	24060267
00-2-9900	MISCELLANEOUS	21,700.86	PRIBYL PLUMBING	INV 10886	24060315
00-2-9900	MISCELLANEOUS	170.44	SHREDDING SOLUTIONS	INV 19030 INV 19031	24060327
00-3-0150	MISC. VEHICLE SUPPLIES (CAR EX	500.28	FARMERS COOPERATIVE	INV 001745 ACCT 1715	24060274
970-00 MISCELLANEOUS & MISC. COURTS		386,854.92			
0100 GENERAL FUND		710,657.21			
218-00 PAYROLL DEDUCTION					
05-0-0000	RETIREMENT	2,175.33	AMERITAS LIFE	EE RETIREMENT ER RETIREMEN	24060438
08-0-0000	GROUP DENTAL INSURANCE	251.55	PRINCIPAL	EE INSURANCE ER INSURANCE	24060448
09-0-0000	AFLAC-CANCER	133.77	AFLAC	EE INSURANCE	24060437
10-0-0000	AMERITAS EYE INS	86.36	VSP-VISION SERVICE PLAN	EE INSURANCE	24060450
12-0-0000	GARNISHMENT	261.36	LANCASTER COUNTY COURT	GARNISHMENT	24060442
13-0-0000	HARTFORD SHELTERED-DEF COMP	500.00	EMPOWER RETIREMENT	EE RETIREMENT	24060440
14-0-0000	COLONIAL INSURANCE	83.32	COLONIAL SUPPLEMENTAL INS	EE INSURANCE	24060439
15-0-0000	DEPENDENT CARE CAF.	330.00	POINT C	EE HSA	24060446
16-0-0000	UNREIMBURSED MEDICAL CAF.	33.33	POINT C	EE FSA	24060447
19-0-0000	NEW YORK LIFE	38.22	GLOBE LIFE LIBERTY NATION	EE INSURANCE	24060441
19-0-0000	NEW YORK LIFE	15.00	NEW YORK LIFE	EE INSURANCE	24060445
23-0-0000	UNION DUES	392.00	TEAMSTERS LOCAL UNION NO	UNION DUES	24060449
218-00 PAYROLL DEDUCTION		4,300.24			
705-00 BRIDGE/ROAD MAINTENANCE					
00-1-0803	DENTAL INSURANCE	293.04	PRINCIPAL	EE INSURANCE ER INSURANCE	24060448
00-1-0804	GR LIFE	63.65	MADISON NATIONAL LIFE INS	ER INSURANCE	24060443
00-1-0805	LONG-TERM DISABILITY (GROUP)	107.07	MADISON NATIONAL LIFE INS	ER INSURANCE	24060444
00-1-0900	RETIREMENT/ROAD	3,262.99	AMERITAS LIFE	EE RETIREMENT ER RETIREMEN	24060438
00-2-0100	POSTAGE	5.95	VISA	ACCT 1590	24060399
00-2-0501	LIGHT	291.03	CITY OF CRETE DEPT OF PUB	ACCT 11976	24060367
00-2-0501	LIGHT	16.60	CITY OF WILBER	ACCT 4570000	24060369
00-2-0501	LIGHT	527.20	NORRIS PUBLIC POWER	ACCT 124625900	24060386

SALINE
BOARD PREAPPROVAL REPORT
ROAD & BRIDGE
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Account #	Description	Account Amt	Vendor	Invoice Description	Claim #
00-2-0501	LIGHT	21.74	VILLAGE OF DORCHESTER	ACCT 1	24060395
00-2-0502	WATER	23.57	CITY OF CRETE DEPT OF PUB	ACCT 11976	24060367
00-2-0502	WATER	46.70	CITY OF FRIEND	ACCT 523 ACCT 1986	24060368
00-2-0502	WATER	16.40	CITY OF WILBER	ACCT 4570000	24060369
00-2-0502	WATER	36.25	VILLAGE OF DORCHESTER	ACCT 1	24060395
00-2-0502	WATER	30.22	VILLAGE OF SWANTON	ACCT 207	24060396
00-2-0502	WATER	44.80	VILLAGE OF TOBIAS	MAY 2024	24060397
00-2-0502	WATER	31.00	VILLAGE OF WESTERN	INV 31397	24060398
00-2-0503	HEATING FUELS	352.15	BLACK HILLS ENERGY	ACCT0036914638	24060365
00-2-0503	HEATING FUELS	171.46	FARMERS COOPERATIVE	ACCT 649700	24060375
00-2-0504	SEWER	46.49	CITY OF CRETE DEPT OF PUB	ACCT 11976	24060367
00-2-0504	SEWER	14.93	CITY OF WILBER	ACCT 4570000	24060369
00-2-0504	SEWER	24.15	VILLAGE OF DORCHESTER	ACCT 1	24060395
00-2-0504	SEWER	18.00	VILLAGE OF SWANTON	ACCT 207	24060396
00-2-0504	SEWER	12.00	VILLAGE OF TOBIAS	MAY 2024	24060397
00-2-0504	SEWER	35.00	VILLAGE OF WESTERN	INV 31397	24060398
00-2-0505	GARBAGE	20.32	CITY OF WILBER	ACCT 4570000	24060369
00-2-0505	GARBAGE	16.21	VILLAGE OF DORCHESTER	ACCT 1	24060395
00-2-0505	GARBAGE	19.95	VILLAGE OF SWANTON	ACCT 207	24060396
00-2-0505	GARBAGE	18.00	VILLAGE OF WESTERN	INV 31397	24060398
00-2-0505	GARBAGE	241.60	WASTE CONNECTIONS OF NEBR	INV 1821325059	24060400
00-2-1300	BUILDING REPAIR	260.00	FARMERS COOPERATIVE	ACCT 649700	24060375
00-2-1400	ROAD EQUIPMENT REPAIR PARTS	518.05	CRETE AUTO SUPPLY INC	ACCT 4575	24060371
00-2-1400	ROAD EQUIPMENT REPAIR PARTS	183.83	FARMERS UNION COOP CO	ACCT SALINE	24060376
00-2-1400	ROAD EQUIPMENT REPAIR PARTS	50.40	FILTERCARE OF NEBRASKA LL	INV 131774	24060377
00-2-1400	ROAD EQUIPMENT REPAIR PARTS	145.84	FRIESEN CHEVROLET INC	INV 765334C	24060378
00-2-1400	ROAD EQUIPMENT REPAIR PARTS	66.50	MILLIGAN FARMING SERVICE	6/8/24	24060384
00-2-1400	ROAD EQUIPMENT REPAIR PARTS	4,104.92	NMC EXCHANGE LLC	ACCT 5766500	24060385
00-2-1400	ROAD EQUIPMENT REPAIR PARTS	7,483.01	POWERPLAN	ACCT8700246959	24060387
00-2-1400	ROAD EQUIPMENT REPAIR PARTS	322.99	SID DILLON	INV 6CR48936	24060391
00-2-1400	ROAD EQUIPMENT REPAIR PARTS	8.49	41 AUTO PARTS	ACCT 43	24060401
00-2-1500	ROAD EQUIPMENT REPAIR-LABOR	105.00	MILLIGAN FARMING SERVICE	6/8/24	24060384
00-2-1500	ROAD EQUIPMENT REPAIR-LABOR	1,909.95	POWERPLAN	ACCT8700246959	24060387
00-2-1600	OTHER EQUIPMENT REPAIR	28.48	BEAVER HARDWARE	ACCT SAL001	24060364
00-2-1600	OTHER EQUIPMENT REPAIR	40.99	CRETE ACE HARDWARE #82127	ACCT 212737	24060370
00-2-1700	TRAVEL EXPENSES	63.52	VISA	ACCT 1590	24060399
00-2-1800	OPERATING EXPENSES	17.00	VISA	ACCT 1590	24060399
00-3-0106	SHOP SUPPLIES	28.81	BEAVER HARDWARE	ACCT SAL001	24060364
00-3-0106	SHOP SUPPLIES	117.20	BROTHERS EQUIPMENT INC	INV 0270894-IN	24060366
00-3-0106	SHOP SUPPLIES	18.94	CRETE ACE HARDWARE #82127	ACCT 212737	24060370
00-3-0106	SHOP SUPPLIES	31.97	CRETE AUTO SUPPLY INC	ACCT 4575	24060371
00-3-0106	SHOP SUPPLIES	22.91	FARMERS UNION COOP CO	ACCT SALINE	24060376
00-3-0106	SHOP SUPPLIES	94.81	LINDE GAS & EQUIPMENT	INV 43279913	24060381
00-3-0106	SHOP SUPPLIES	168.00	MIDWEST SERVICE & SALES C	INV 0035632	24060382
00-3-0108	ELECTRICAL SUPPLIES	60.93	CRETE LUMBER & FARM SUPPL	INV 2515 INV 2919 INV 3601	24060372
00-3-0109	SHOP TOOLS	269.99	BEAVER HARDWARE	ACCT SAL001	24060364
00-3-0110	SMALL TOOLS, ETC.	11.19	BEAVER HARDWARE	ACCT SAL001	24060364
00-3-0110	SMALL TOOLS, ETC.	32.80	BROTHERS EQUIPMENT INC	INV 0270894-IN	24060366
00-3-0110	SMALL TOOLS, ETC.	27.99	CRETE ACE HARDWARE #82127	ACCT 212737	24060370
00-3-0110	SMALL TOOLS, ETC.	76.97	41 AUTO PARTS	ACCT 43	24060401

SALINE
BOARD PREAPPROVAL REPORT
ROAD & BRIDGE
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Account #	Description	Account Amt	Vendor	Invoice Description	Claim #
00-3-0202	GRAVEL AND BORROW	47,226.59	BEATRICE CONCRETE CO INC	INV S1 194832 INV X1 19483	24060363
00-3-0202	GRAVEL AND BORROW	16,581.80	SOUTHWEST GRAVEL PRODUCTS	INV SC2024-10 INV SC2024-1	24060392
00-3-0203	GRADER BLADES	24,445.36	NMC EXCHANGE LLC	ACCT 5766500	24060385
00-3-0209	MACHINERY & EQUIPMENT FUEL	24,480.67	FARMERS COOPERATIVE	ACCT 649700	24060375
00-3-0209	MACHINERY & EQUIPMENT FUEL	1,472.00	FARMERS UNION COOP CO	ACCT SALINE	24060376
00-3-0209	MACHINERY & EQUIPMENT FUEL	3,316.85	SAPP BROS INC - LINCOLN	ACCT 717088	24060389
00-3-0210	MACHINERY & EQUIPMENT GREASE-O	29.99	CRETE AUTO SUPPLY INC	ACCT 4575	24060371
00-3-0210	MACHINERY & EQUIPMENT GREASE-O	510.24	FARMERS UNION COOP CO	ACCT SALINE	24060376
00-3-0210	MACHINERY & EQUIPMENT GREASE-O	280.16	NMC EXCHANGE LLC	ACCT 5766500	24060385
00-3-0210	MACHINERY & EQUIPMENT GREASE-O	1,267.26	POWERPLAN	ACCT8700246959	24060387
00-3-0211	MACHINERY & EQUIPMENT TIRES-RE	637.00	FARMERS COOPERATIVE	ACCT 649700	24060375
00-3-0211	MACHINERY & EQUIPMENT TIRES-RE	499.00	FARMERS UNION COOP CO	ACCT SALINE	24060376
00-3-0301	SIGNS	7,950.00	B'S ENTERPRISES INC	INV 224527 INV 224600	24060362
00-3-0303	GUARD RAIL AND POSTS	670.00	MIDWEST SERVICE & SALES C	INV 0035632	24060382
00-3-0400	MISCELLANEOUS	360.36	EAKES OFFICE PLUS	INV INV556225	24060374
00-3-0400	MISCELLANEOUS	16.52	JOHNSON PHARMACY	INV 0000001	24060380
00-3-0400	MISCELLANEOUS	6.99	41 AUTO PARTS	ACCT 43	24060401
00-5-0307	MOTOR GRADERS	324,392.00	DEERE CREDIT INC	INV 2802937	24060373
00-5-0311	RADIO EQUIPMENT	1,097.37	SHAFFER COMMUNICATIONS IN	INV 216407	24060390
00-5-0311	RADIO EQUIPMENT	119.50	VISA	ACCT 1590	24060399
00-5-0318	SAFETY EQUIPMENT	259.90	CRETE LUMBER & FARM SUPPL	INV 2515 INV 2919 INV 3601	24060372
00-5-0318	SAFETY EQUIPMENT	213.95	MIDWEST UNLIMITED	INV 210383 INV 210284	24060383
00-5-0318	SAFETY EQUIPMENT	972.34	THE FORT INC.	INV 11819 INV 11820 INV 118	24060394
00-5-1207	STRUCTURES, PIPES, BX, CULVERT	264,423.13	ACE IRRIGATION & MFG CO I	INV 12502 INV 12522 INV 125	24060361
00-5-1301	LEGAL FEES	52.00	SALINE COUNTY REGISTER OF	ACCT 143	24060388
00-5-1302	ENGINEERING FEES	7,500.00	BOWMAN CONSULTING GROUP L	INV 13308 INV 13309	24060393
00-5-1309	SIMPLE SIGNS COMPUTER PROGRAM	511.00	GWORKS	INV 2019-22302	24060379
705-00 BRIDGE/ROAD MAINTENANCE		727,371.93			
0300 ROAD & BRIDGE FUND		731,672.17			
218-00 PAYROLL DEDUCTIONS					
05-0-0000	GROUP RETIREMENT	99.00	AMERITAS LIFE	EE RETIREMENT ER RETIREMEN	24060452
08-0-0000	DENTAL INS	32.37	PRINCIPAL	EE INSURANCE ER INSURANCE	24060456
09-0-0000	AFLAC-CANCER ACCOUNT	65.59	AFLAC	EE INSURANCE	24060451
10-0-0000	PAYROLL DEDUCTION/I CARE EYE I	15.92	VSP-VISION SERVICE PLAN	EE INSURANCE	24060457
15-0-0000	DEP CARE CAFETERIA	75.00	POINT C	EE HSA	24060455
218-00 PAYROLL DEDUCTIONS		287.88			
630-00 DISTRICT COURT-BAILIFF					
00-1-0802	INSURANCE	2.88	MADISON NATIONAL LIFE INS	ER INSURANCE	24060453

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SALINE
BOARD PREAPPROVAL REPORT
DISTRICT COURT-BAILIFF
FROM 06/28/2024 TO 06/28/2024

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00-1-0802	INSURANCE	5.04	MADISON NATIONAL LIFE INS	ER INSURANCE	24060454
00-1-0803	DENTAL INS	13.32	PRINCIPAL	EE INSURANCE ER INSURANCE	24060456
00-1-0900	RETIREMENT	148.50	AMERITAS LIFE	EE RETIREMENT ER RETIREMEN	24060452
00-2-1704	MILEAGE	414.06	KATHY HOMOLKA	MAY MILEAGE	24060402
630-00 DISTRICT COURT-BAILIFF		583.80			
0900 DISTRICT COURT-BAILIFF FUND		871.68			
879-00 VISITORS PROMOTION					
00-2-6040	VISITOR PROMOTION	1,499.70	DEWITT AMERICAN LEGION PO	REIMBURSE	24060403
879-00 VISITORS PROMOTION		1,499.70			
0990 VISITORS PROMOTION FUND		1,499.70			
837-00 AGING SERVICES					
00-1-1400	PROGRAM EXPENSE	594.00	DEBRA A COLLINS	5/30-6/11/24	24060406
00-1-1400	PROGRAM EXPENSE	323.00	SAMANTHA COSAERT	6/1-12/24	24060407
00-1-1400	PROGRAM EXPENSE	36.00	CULLIGAN OF CRETE	INV 63555	24060408
00-1-1400	PROGRAM EXPENSE	71.56	FOOD MESTO	ACCT 1053	24060410
00-1-1400	PROGRAM EXPENSE	351.00	DELANEY MAZZA	5/29-6/11/24	24060411
00-1-1400	PROGRAM EXPENSE	652.91	VISA	ACCT 8975	24060414
00-1-1400	PROGRAM EXPENSE	187.00	YESTERDAY'S LADY	WESTERN	24060416
00-2-1200	HISPANIC OUTREACH	699.02	VISA	ACCT 8975	24060414
00-2-1300	BUILDING MAINTENANCE	171.00	ANYTIME PLUMBING & HEATIN	INV 26005VI INV 26006VI	24060405
00-2-2000	PRINTING & PUBLISHING	83.00	SEWARD COUNTY INDEPENDENT	INV 190093	24060413
00-2-9900	MISCELLANEOUS	1,867.46	AGING PARTNERS ACCOUNTING	JAN-MAY COPIER	24060404
00-3-0209	FUEL	54.42	FARMERS COOPERATIVE	ACCT 5654	24060409
00-3-0400	USDA RAW FOODS	173.88	PURFOODS, LLC DBA MOM'S M	INV MM052024	24060412
00-3-0400	USDA RAW FOODS	1,086.00	WILBER CARE CENTER	MAY 2024	24060415
837-00 AGING SERVICES		6,350.25			
2250 AGING SERVICES FUND		6,350.25			

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12:03:34

SALINE
BOARD PREAPPROVAL REPORT
AGING SERVICES
FROM 06/28/2024 TO 06/28/2024

Account #	Description	Account Amt	Vendor	Invoice Description	Claim #
693-00	EMERGENCY PREPAREDNESS				
00-3-0124	PROGRAM (TRAINING) SUPPLIES	4,570.38	JEFFERSON COUNTY EMERGENC	INV 2414	24060417
693-00 EMERGENCY PREPAREDNESS		4,570.38			
2502 EMERGENCY PREPAREDNESS FUND		4,570.38			
666-00	JUVENILE SERVICES AID PROGRAM GRANT				
00-1-0200	SALARIES	1,496.50	ANITA STOUGARD	5/29-6/11/24	24060419
00-1-0201	MENTAL HEALTH COUNSELING	7,400.00	FAMILY SERVICE LINCOLN	INV 06302024 INV 05312024	24060418
666-00 JUVENILE SERVICES AID PROGRAM GRANT		8,896.50			
2516 JUVENILE SERVICES AID PROGRAM GRANT FUND		8,896.50			
665-00	LAW ENFORCEMENT COMMISSARY				
00-2-1900	FOOD	4,600.22	SUMMIT FOOD SERVICE LLC	INV2000209656 INV200020896	24060422
00-2-9900	MISCELLANEOUS	1,495.99	BARNAS DRUG INC	ACCT 13	24060420
00-2-9900	MISCELLANEOUS	338.76	EAKES OFFICE PLUS	INV 8946170-0	INV 8948998- 24060421
00-2-9900	MISCELLANEOUS	1,592.48	SUMMIT FOOD SERVICE LLC	INV2000209656 INV200020896	24060422
00-2-9900	MISCELLANEOUS	99.55	VISA	ACCT 9495	24060423
665-00 LAW ENFORCEMENT COMMISSARY		8,127.00			
2965 LAW ENFORCEMENT COMMISSARY FUND		8,127.00			
GRAND		1,472,644.89			

QUOTATION: 59859



Electronic Contracting Company
6501 N 70th St.
Lincoln, NE 68507

PO Box 29195
Lincoln, NE 68529

BILL TO **JOB LOCATION**

Company: SALINE COUNTY SHERIFFS
DEPT
Address: 911 S MAIN ST
WILBER, NE 68465

Company: SALINE COUNTY SHERIFFS
DEPT
Address: 911 S MAIN ST
WILBER, NE 68465

Date: 6/18/2024

Sales Rep: Heather Dwinell

Phone: (402) 465 6924

Email: hdwinell@eccoinc.com

Contact: Jeff Mulbery

Contact: Jeff Mulbery

Expiration Date: 7/18/2024

Phone: (402)821-2111

Phone: (402)821-2111

TITLE

Milestone Care Plus Renewal 1 Year

SCOPE OF WORK

1 Year Milestone Care Plus renewal for the following term: 7/1/2024 - 6/30/2025.

Terms & Conditions

THESE BUSINESS TERMS (these Terms) are the general terms and conditions under which ECC will provide services to Client (the Services) under the Proposal to which they are attached (the Agreement). To the extent any purchase order contains any terms that are inconsistent with these Terms, those inconsistent terms are rejected by ECC.

- 1) Independent Contractors.** ECC's relationship with Client will be that of an independent contractor, and nothing in the Agreement should be construed as creating a partnership, joint venture, or employer-employee relationship. ECC will have sole discretion to determine the manner, method, and means of performing the Services.
- 2) Payment.** ECC shall receive payment for the Services as provided in the Agreement. Unless otherwise provided in the Agreement, invoices will be issued upon completion of the Services. All amounts payable under the Agreement are exclusive of sales, use, VAT, customs duties, excise, and any other applicable transaction taxes unless otherwise stated in the proposal. Except as otherwise required by the Agreement, Client shall make payment on invoices within thirty (30) days after issuance. If payment of any amount due under the Agreement is not received when due, interest shall begin to accrue and be payable at the lesser of the maximum rate permitted under applicable law or at the rate of six percent (6.0%) per month from the date due until paid in full. Client's obligation to pay all amounts due under the Agreement is absolute and unconditional, and Client is not entitled to any setoffs to such amounts.
- 3) Warranties.** ECC MAKES NO WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. THE WARRANTIES MADE IN THESE TERMS ARE EXPRESSLY IN LIEU OF ANY OTHER WARRANTIES, EXPRESSED OR IMPLIED, AND ANY OTHER OBLIGATIONS OR LIABILITIES ON THE PART OF ECC, WHICH NEITHER ASSUMES NOR AUTHORIZES ANY OTHER PERSON TO ASSUME FOR IT ANY OTHER LIABILITY IN CONNECTION WITH THE SERVICES.
- 4) Intellectual Property Rights.** Client acknowledges and agrees that ECC is the owner of, or holds license to, all right, title, and interest, including copyright and all other intellectual property rights, in and to any and all written materials, documents, flow charts, logic diagrams, source code, test materials, or other information relating to any intellectual property generated in providing the Services (collectively the "Work Product"). No transfer of ownership of any Work Product is intended by the Agreement, and Client agrees that it may not, and may not encourage any third party to, attempt to derive the source code or reverse engineer the Work Product.
- 5) Non-Solicitation.** Client acknowledges that ECC has invested in the training and development of ECC's employees and that ECC's employees are one of its most valuable assets. Accordingly, during the term of providing Services and for one (1) year thereafter, Client shall not solicit for employment any employees of ECC or its affiliates who: (a) directly performed under the Agreement, (b) had substantial contact with Client in relation to the Agreement, or (c) Client became aware of due to, or derived from information learned through the performance of, the Agreement. For this purpose, "solicitation" does not include contact resulting from indirect means such as public advertisement, placement firm searches, or similar means not directed specifically at the employee to which the employee responds on his or her own initiative.
- 6) Allocation of Risk.**
 - a) **Indemnification.** Client will indemnify and hold harmless ECC from all claims, liabilities, or expenses for damage to real property or tangible personal property, bodily injury, including death, and any other losses or damages arising out of the conduct of Client or its employees or agents.
 - b) **Limitation of Liability.** ECC'S LIABILITY FOR DAMAGES ARISING OUT OF OR RELATING TO THE AGREEMENT IS LIMITED TO THE FEES PAID BY CLIENT FOR THE SERVICES PROVIDED UNDER THE AGREEMENT FOR THE PERIOD OF ONE (1) YEAR PRIOR TO THE EVENT GIVING RISE TO LIABILITY. ECC SHALL NOT HAVE ANY LIABILITY WHATSOEVER TO CLIENT OR TO ANY THIRD PARTY FOR ANY LOSS OF PROFITS, OTHER CONSEQUENTIAL DAMAGES OR INCONVENIENCE DUE TO EARLY TERMINATION OF THE AGREEMENT, OR ANY THEFT, DAMAGE, LOSS OF DATA, OR DELAY, EVEN IF CLIENT HAS BEEN ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.
 - c) **Attorney Fees.** Client agrees to reimburse ECC and any of its owners, employees, and agents for any attorney fees, costs, and expenses incurred: (a) successfully enforcing any part of the Agreement; or (b) successfully defending all or part of any state or federal court lawsuit that Client may file against ECC and/or any individual in their capacity as an owner, employee, or agent of ECC.
- 7) Termination.** The Agreement may be terminated by either party if the other party has materially breached the Agreement and has failed to cure such breach within thirty (30) days after receipt of written notice thereof. Upon termination of the Agreement as set forth above, ECC may terminate any and all licenses granted to Client under the Agreement. Furthermore, upon termination of the Agreement for any reason, Client shall pay to ECC within five (5) days of receipt of a final invoice all fees due under the Agreement.
- 8) Miscellaneous.**
 - a) **Enforceability.** The invalidity or unenforceability of any particular provision of these Terms will not affect the Agreement's other provisions, which are then to be applied as if the invalid or unenforceable provision were omitted.
 - b) **Integrated Agreement.** Except for any purchase orders issued hereunder, there are no agreements, understandings, restrictions, warranties, or representations on which Client may rely relating to providing the Services. Furthermore, no future agreements, understandings, restrictions, warranties or representations may be relied upon by Client unless they are set forth in writing by an authorized representative of ECC.
 - c) **Assignment.** Client may not assign or transfer any of its rights or obligations under the Agreement without the prior written consent of ECC. Any permitted assignee, successor, or purchaser shall expressly assume in writing the obligation to perform in accordance with the terms and conditions of the Agreement, and no assignment or transfer shall relieve ECC or Client of its previously accrued obligations under the Agreement.
- 9) Acceptance of Agreement** - This agreement includes equipment and services that are required to satisfy the project scope of Section 1.0
- 10) Scope of Work/Responsibilities.** ECC will begin work on this project upon receipt of a copy of this agreement duly signed and executed by an agent of the Customer, specifically authorized to bind the Customer to the terms and conditions of this agreement.

Due to global semiconductor chip shortages, Integrator is experiencing longer than normal lead times on equipment. As a result, Integrator cannot guarantee lead times on equipment and will not be liable for any delays in equipment delivery to the extent caused by such shortages. However, Integrator is working with its global suppliers on a daily basis to understand the impact of this chip shortage on delivery timelines and will use reasonable efforts to keep Buyer apprised of anticipated delivery timelines and delays.

This Electronic Contracting Company (ECC) proposal is subject to a Force Majeure clause for a pandemic (e.g. Covid-19) as declared by the World Health Organization (WHO) and the corresponding governmental orders and/or regulations. This clause applies as it relates to ECC's inability to perform its contract obligations based on the unforeseeable events that may have a future impact on our labor force, the timely delivery of materials, and the escalation of the cost of said materials. ECC will keep you apprised if this situation develops and all parties to this proposal will be contacted. ECC does welcome the opportunity to work together to develop risk avoidance and mitigation strategies with you and all other parties involved (e.g. Owner, General Contractor, Architects, Engineers, etc.)

QUOTATION: 59859

Taxes are not included in this quote, and if tax exempt documentation is not provided, sales tax will be added.

Subtotal:	\$3,366.00
TAX:	0.00
Total:	\$3,366.00

IF YOU WISH TO ACCEPT THIS PROPOSAL AND RELATED STATEMENT OF WORK, PLEASE SIGN AND RETURN

BUYER:

(Print Name)

BUYER SIGNATURE: _____

DATE: _____

COMPANY:

(Print Company)

SALES REP: Heather Dwinell

(Print Name)

SALES REP SIGNATURE: _____

Heather Dwinell

DATE: _____

06/18/2024

As acknowledgement that each page of the quotation was reviewed, please initial the bottom of each page.

QUOTATION: 59874



Electronic Contracting Company
6501 N 70th St.
Lincoln, NE 68507

PO Box 29195
Lincoln, NE 68529

BILL TO **JOB LOCATION**

Company: SALINE COUNTY SHERIFFS
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Address: 911 S MAIN ST
WILBER, NE 68465

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Date: 6/18/2024

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Email: hdwinell@eccoinc.com

Contact: Jeff Mulbery

Contact: Jeff Mulbery

Expiration Date: 7/18/2024

Phone: (402)821-2111

Phone: (402)821-2111

TITLE

Milestone Care Plus Renewal 3 Year

SCOPE OF WORK

3 Year Milestone Care Plus renewal for the following term: 7/1/2024 - 6/30/2027.

Terms & Conditions

THESE BUSINESS TERMS (these Terms) are the general terms and conditions under which ECC will provide services to Client (the Services) under the Proposal to which they are attached (the Agreement). To the extent any purchase order contains any terms that are inconsistent with these Terms, those inconsistent terms are rejected by ECC.

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- 4) Intellectual Property Rights.** Client acknowledges and agrees that ECC is the owner of, or holds license to, all right, title, and interest, including copyright and all other intellectual property rights, in and to any and all written materials, documents, flow charts, logic diagrams, source code, test materials, or other information relating to any intellectual property generated in providing the Services (collectively the "Work Product"). No transfer of ownership of any Work Product is intended by the Agreement, and Client agrees that it may not, and may not encourage any third party to, attempt to derive the source code or reverse engineer the Work Product.
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QUOTATION: 59874

Taxes are not included in this quote, and if tax exempt documentation is not provided, sales tax will be added.

Subtotal:	\$7,038.00
TAX:	0.00
Total:	\$7,038.00

IF YOU WISH TO ACCEPT THIS PROPOSAL AND RELATED STATEMENT OF WORK, PLEASE SIGN AND RETURN

BUYER:

(Print Name)

BUYER SIGNATURE: _____

DATE: _____

COMPANY:

(Print Company)

SALES REP: Heather Dwinell

(Print Name)

SALES REP SIGNATURE: Heather Dwinell

DATE: 06/18/2024

As acknowledgement that each page of the quotation was reviewed, please initial the bottom of each page.