

FILED

MAY 17 2002

LANCASTER COUNTY CLERK

BEFORE THE BOARD OF COMMISSIONERS
OF LANCASTER COUNTY, NEBRASKA

COUNTY BOARD POLICIES REGARDING)
ABUSIVE LANGUAGE PHONE CALLS,)
DIRECTOR LEAVE, LEGAL OPINION,)
EMPLOYEE COMMUNICATIONS AND)
GRANT SUBMITTAL)

RESOLUTION NO. 02-0049

WHEREAS, pursuant to Neb.Rev.Stat. §23-104 (Reissue 1997), the County has the power to do all other acts that are required in order to exercise those powers granted by statute; and

WHEREAS, the Lancaster County Board of Commissioners (the Board) has recognized a need for generating policies for the efficient administration of County offices and functions; and

WHEREAS, the Lancaster County Board of Commissioners has requested that policies be drafted that provide guidance to the Board, its Directors and County employees for how the Board addresses various administrative duties; and

WHEREAS, these policies have been reviewed and presented to the Board at regularly scheduled staff meetings and the Board has requested that it be submitted to them for final approval; and

WHEREAS, the policies will read as provided in Attachment A, which is attached hereto and incorporated by this reference.

NOW, THEREFORE, BE IT RESOLVED, by the Board of County Commissioners of Lancaster County, Nebraska, that approval is hereby given for adoption and implementation of the policies designated herein.

DATED this 21 day of May, 2002 at the County-City Building, Lincoln, Lancaster County, Nebraska.

BY THE BOARD OF COUNTY
COMMISSIONERS OF LANCASTER
COUNTY, NEBRASKA

APPROVED AS TO FORM
this 22nd day of
May, 2002.

David W. Johnson
Dep. County Attorney

GARY E. LACEY
Lancaster County Attorney

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EMPLOYEE COMMUNICATIONS POLICY

LANCASTER COUNTY BOARD OF COMMISSIONERS

At times there are communications that need to be received by all Lancaster County employees. This communication is accomplished in various ways, depending upon the information.

Open Enrollment for Health and Dental Insurance (every November)

FEBA Enrollment (every December)

The City/County Personnel Department will generate individually addressed letters to each employee. The Lancaster County Board of Commissioners Chair will write a cover letter to each elected and appointed official stating the necessity of ensuring that each employee receives his/her letter. Letters to employees will be sorted by department and the letter from the County Board Chair will be attached.

Information regarding changes to benefits plans, Safety and Wellness activities, United Way/CHAD, Food Bank drives, monthly benefits meetings, etc.:

Information will be communicated via the County Connection Newsletter, bulletin board postings, written notices to department representatives via interoffice mail, and other methods as required in order to disseminate the information.

Approved by the Lancaster County Board of Commissioners on 5.21, 2002.

By Bob Woodman, Chair