



PERSONNEL RULES AND REGULATIONS

RULE 1: <i>County Civil Service Act General Provisions</i>	APPROVED: REVISED:
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Section 1: Introduction

Sarpy County recognizes and declares the necessity of providing the most efficient and highest quality services for the public while providing a working environment which is both competitive within the community and equitable for its employees.

These Personnel Rules and Regulations (PRR) apply to those County employees who are members of the classified service as defined by the Nebraska State Legislature, Nebraska Revised Statute §23-2517 through §23-2533 (hereinafter known as the County Civil Service Act.)

The general purpose of the County Civil Service Act is to establish a system of personnel administration that meets the social, economic, and program needs of County offices. The system shall provide a means to recruit, select, develop and maintain an effective and responsive workforce and shall include policies and procedures for employee hiring and advancement, training and career development, position classification, salary administration, fringe benefits, discharge and other related activities (Nebraska Revised Statute. §23-2517).

This single, uniform system of personnel administration applies to all who belong to the classified service, and as such these PRR cannot be expanded, modified, or altered in any fashion by any individual, elected or otherwise, without resolution of the County Board of Commissioners.

The PRR shall be followed except where these provisions are in conflict with federal or state laws and/or collective bargaining agreements. In such instances where conflict exists, the federal and state laws and/or collective bargaining agreements shall take precedence over the PRR. However, if the above are silent with respect to this established system of personnel administration said PRR shall apply.

The County Board of Commissioners reserves the authority to modify, revoke, or terminate any or all of the PRR, in whole or in part, at any time. The PRR are not intended and do not create an expressed or implied employment contract between the County and any employee or group of employees.

In accordance with the above, the County Board of Commissioners 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, and the right to determine, effectuate, and implement the objectives and goals of the County.



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Department Heads or Elected Officials may adopt such additional rules, policies or practices as may be necessary for the proper management and performance of their department, provided that no such rules, policies, or practices shall be inconsistent or contrary to the PRR, and that no additional benefits or compensation shall be granted to any employee subject to the PRR except as allowed by the PRR or applicable labor agreements.

Departmental rules, policies, and operating procedures/guidelines shall be subject to the review of the Human Resources Director, who shall ensure they are in conformity with the PRR.

Section 2: County Personnel Officer

The Board of County Commissioners shall appoint a County Personnel Officer who shall be a person experienced in the field of personnel administration and in known sympathy with the application of merit principles in public employment (Nebraska Revised Statute §23-2523).

In accordance with Nebraska Revised Statute §23-2524, the Personnel Officer shall apply and carry out the County Civil Service Act (Act) and the PRR adopted thereunder and perform such other lawful acts as considered necessary or desirable to administer the purposes and provisions of the Act.

Section 3: Delegation of Authority

For the purpose of administration of the PRR, Department Heads may delegate their authority to subordinates. Upon delegation of said authority, the Department Head will inform the Human Resources Director in writing.

Section 4: Personnel Policy Bulletins

From time to time the County may adopt Personnel Policy Bulletins governing the conduct of employees and/or the performance of departmental functions provided that such policies shall not be inconsistent with the provisions of the PRR and any applicable collective bargaining agreement.



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Section 5: Equal Employment Opportunity

Equal opportunity in employment shall be provided to all persons. The Human Resources Director shall develop and maintain an Equal Employment Opportunity Plan which supports equal opportunity in recruitment and selection, job structure, promotion policies, training and development, and all other related personnel procedures and practices. Refer to the Equal Employment Opportunity Plan for additional information.

In accordance with Nebraska Revised Statute §23-2531, discrimination against any person in recruitment, examination, selection, appointment, promotion and transfer, retention, daily working conditions, testing and training, awards, compensation and benefits, discipline, or any other aspect of personnel administration because of race, color, religion, sex, disability, national origin, age, marital status, political opinions or affiliations or other unlawful basis shall be prohibited. Discrimination on the basis of age, sex, or disability is prohibited except where specific age, sex, or physical requirements constitute a bona fide occupational qualification necessary to proper and efficient administration.

Section 6: Unlawful Acts Prohibited

No person shall willfully make any false statement, certificate, mark, rating, or report in regard to any test, certification, or appointment held or made, or in any manner commit or attempt to commit any fraud preventing the impartial execution of the Act and the PRR established pursuant to the Act.

No person seeking appointment to, or promotion in, the classified service shall either directly or indirectly give, promise to render, or pay any money, service, or other valuable thing to any person for, or on account of, or in connection with any test/examination, appointment, promotion, or proposed promotion unless such payment is made to an existing legitimate placement business.

No employee shall receive either directly or indirectly any money, service, or other valuable consideration for or on account of any person seeking appointment to, promotion in, or any advantage in the classified service.

No employee of the Human Resources Department or any other person shall defeat, deceive, or obstruct individuals from their right to examination, eligibility, certification, or appointment under the PRR or furnish to any person any special or secret information or assistance for the purpose of affecting the rights or prospects of any person with respect to employment in the classified service.



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Section 7: Availability of Rules & Regulations

Employees have the right to examine the PRR. Every department shall have a current copy available for examination or employees may examine, the PRR on the County's website at www.sarpy.com.

Section 8: Cooperation with Other Governmental Agencies

The Human Resources Director may coordinate with the governmental agencies of other jurisdictions whose merit systems operate in conformity with standards comparable to those contained in the PRR. The Human Resources Director may announce and administer joint examinations and establish joint lists from which eligibles shall be certified for appointment in accordance with the provisions of these PRR.