

**MINUTES OF THE BEATRICE CITY COUNCIL  
WORK SESSION**

A work session of the Beatrice City Council was held on the 28<sup>th</sup> day of July, 2014 at 7:00 p.m. at the BPS Administration Meeting Room, 320 North 5<sup>th</sup> Street, Beatrice, Nebraska.

Attending: Mayor Schuster, Councilmembers: Cook, Catlin, Clabaugh, Kerr, Morgan, and Parde.

Absent: Fairbanks and Langdale.

Mayor Schuster announced that a copy of the Open Meetings Act is available in the meeting room and is accessible to members of the public.

**CONSENT AGENDA**

- a. Approve agenda as submitted.
- b. Receive and place on file all notices pertaining to this meeting
- c. Receive and place on file all materials having any bearing on this meeting.

Moved by Catlin, seconded by Parde, that the items listed under the consent agenda be approved, accepted, and/or ratified as presented.

Roll Call: Yea: Cook, Catlin, Clabaugh, Kerr, Morgan, and Parde.

Nay: None

MOTION CARRIED.

**DISCUSSION ITEMS**

**Employee Handbook for Non-Union Employees**

City Administrator Tobias Tempelmeyer introduced the employee handbook for non-union employees which was previously distributed in the packet for the City Councilmembers review. Mr. Tempelmeyer reviewed the pertinent portions of the employee handbook and noted that a large portion of these items are currently adopted as City of Beatrice policies. That policy manual is given to employees upon hiring. Mr. Tempelmeyer also noted a 1975 resolution passed by the City Council, which noted that non-union employees shall be entitled to benefits and other matters related to the union contracts from NAPE. The resolution specifically sites specific sections of the NAPE contract, which since 1975 have been amended numerous times and thus the current practice and policy is to follow the NAPE contract as a whole, unless there is a current policy which is in conflict. It is the recommendation the City Administration that all of these matters as they relate to non-union employees be contained in one (1) book, hence the employee handbook, which will include information about benefits, sick leave, non-paid leave, and information in policies such as harassment policies, Family Medical Leave policy, and other polices noted in the policy handbook. Mayor Schuster would like the Council to review this document and will come back to it for City Council approval at a future date. A number of Councilmembers inquired about the dress code and how that is currently implemented and different ideas in relation to it.

**ADJOURNMENT**

Moved by Catlin, seconded by Cook, that the meeting be adjourned at 8:13 p.m.

Roll Call:     Yea: Cook, Catlin, Clabaugh, Kerr, Morgan, and Parde.  
              Nay: None

MOTION CARRIED.

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Dennis M. Schuster, Mayor

Attest:

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Linda S. Koch, City Clerk