



LOWER PLATTE SOUTH natural resources district

3125 Portia Street | P.O. Box 83581 • Lincoln, Nebraska 68501-3581
P: 402.476.2729 • F: 402.476.6454 | www.lpsnrd.org

Memorandum

Date: December 12, 2023

To: Executive Subcommittee members

From: Mike Sousek, General Manager

RE: Executive Subcommittee Meeting Minutes

The Executive Subcommittee met at 12:00pm on Monday, December 11, 2023, at the NRD Office Large Conference room in Lincoln. Subcommittee members present included Dave Landis, Deb Eagan, Bob Andersen, Tom Green and Lisa Lewis. Director Chelsea Johnson was absent. Legal counsel for the district attended; members of the public included John Winkler and Alex DeGarmo. NRD staff members include Dave Potter, Chris Barber and myself.

The first item on the agenda provided an update on written correspondence shared with Senator Brewer on his desire to purchase property from the NRD. Please see the attached letter. John Winkler and Alex DeGarmo, both Cass Co. Commissioners, were present to weigh in on the discussion and provide background information dealing with conversations that were being had in the state capital. The issue of Ethan Holman was discussed and staff will be working on a license agreement with Ethan to resolve the issues of personal property located on NRD property.

The second item on the agenda was consideration of accepting the resignation letter from Director Ron Nolte. See attached letter. The resignation will not become effective until the full board accepts the resignation letter through a vote of the board. Once accepted, the district has 45 days to fill the vacancy. Once accepted, staff can begin the process of notifying the public and Secretary of State of the vacancy. It will be staff recommendation to set a deadline for applications the first or second week of January, have the executive subcommittee interview candidates and have the vote to appoint a new director at the January Board meeting. **It was motioned by Director Andersen and seconded by Director Eagan to recommended to the board that the district accept the resignation letter from Director Ron Nolte and to instruct staff to begin the process of notifying the public of the vacancy and to begin advertising to fill the vacancy. Motion passed unanimously.**

The third item on the agenda deals with Personnel Policy changes dealing with Policy #6, 20, 21, 47, and 53. Changes to policy #6 include – allowing NRD employees housed in NRCS offices to follow Federal work hours determined by their NRCS supervisor, except during any Government furlough.

Changes to policy #20 include – observing Indigenous Peoples Day on the day after Thanksgiving and observing any other holidays that are declared by the President of the United States for Federal Employees. Changes to policy #21 include – allowing employees to take vacation in 1-hour blocks, the current practice requires you take vacation in 4-hour blocks. Policy #47 changes include – a substantial rewrite of our anti-harassment policy. Policy #53 – this is a new policy that would allow employees up to 16 hours of paid leave per year to participate in designated community service activities with flexibility for the General Manager to approve other community service activities. Please see attached policies. **It was motioned by Director Lewis, seconded by Director Eagan to recommend to the board to accept the changes to Personnel Policy #6. Motion passed unanimously.**

It was motioned by Director Landis, seconded by Director Eagan to recommend to the board to accept the changes to Personnel Policy #20. Motion passed unanimously.

It was motioned by Director Green, seconded by Director Eagan to recommend to the board to accept the changes to Personnel Policy #21. Motion passed unanimously.

It was motioned by Director Andersen, seconded by Director Green to recommend to the board to accept the changes to Personnel Policy #47. Motion passed unanimously.

It was motioned by Director Lewis, seconded by Director Green to recommend to the board to accept the new Personnel Policy #53. Motion passed unanimously.

The fourth item on the agenda dealt with an update on the upcoming General Manager evaluation and 2024 Committee assignments for board members.

Corey Wasserburger brought to the attention of the executive committee a lawsuit filed against the district. This lawsuit deals with properties that are currently titled under JAVA and were part of the Antelope Creek project.

Meeting was adjourned at 1:03PM

MJS

cc: Dave Potter, Chris Barber, Donna Reid



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November 29, 2023

Thomas R. Brewer
32003 Alvo Rd
Murdock, NE 68407

RE: LPSNRD property in Wabash, NE
Lots 20, 21, 22 and Frac Pt of 2 Exc Mineral Int, Sect. 35, T-11-N, R-10-E, Cass County, NE
MoPac East Trail Corridor

Mr. Brewer:

Thank you for your interest in the MoPac Trail Corridor (Corridor) and for sharing your concerns on the maintenance and future use of the Corridor property in Wabash. We understand your concerns regarding upkeep of the Corridor, and your interest in purchasing part of the Corridor adjacent to your property in Wabash. However, the Lower Platte South Natural Resources District (LPSNRD) is not in a position to sell any portion of the Corridor, as it does not consider this public ground to be surplus property. This letter summarizes background facts pertaining to the Corridor and the reasons why the LPSNRD cannot accept your offer.

In 1991, The Missouri Pacific Railroad Right-of-Way was declared abandoned, and the Nebraska Trails Foundation purchased the entire corridor from East of 84th Street, in Lincoln, NE, to Wabash, NE. The entire corridor was then deeded to the LPSNRD for the development of a conservation corridor and recreational trail. To secure and develop the corridor through Wabash, LPSNRD purchased an additional tract of land from the Greenwood Farmers Cooperative in late 1992 and was officially deeded to LPSNRD in early 1993. This tract included 7.904 acres in part of the NE quarter of Section 35, T-11-N, R-10-E, Cass County, NE which was formerly a part of the Missouri Pacific Right-of-Way and contiguous to the trail (Exhibits A-B). In addition, Railroad Realty Services Inc. sold and granted all appurtenances and rights, except easements, covenants, restrictions, and mineral reservations of record to LPSNRD in 1991.

The LPSNRD developed a MoPac East Recreational Trail Master Plan to help guide the development of the entire corridor. Goals, objectives, and additional benefits are discussed in the Plan. Also in the Plan is the design intent (Exhibits C-D) which identifies separate hike/bike and equestrian trails, fencing to prevent encroachment, and plantings of trees and shrubs. It also prescribes a separate detailed vegetative plan to be developed.

The property illustrated in Exhibit B has been part of the entire Conservation Corridor since it was purchased in the early 1990s and included in the MoPac Vegetative Management Plan (VMP). The VMP prepared by the Nebraska Forest Service was approved by LPSNRD in 1995. Within the VMP are descriptions of existing conditions, recommendations for future activities, technical information on tree,

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shrub and grass management and other information. The main body of the VMP is a listing of management prescriptions for each site along with the associated maps of the corridor. The purpose of the VMP was “to provide guidelines for the development of Trail Right-of-Way that will provide an aesthetically pleasing and interesting environment for the trail users and maintain a diverse natural environment for plants and wildlife.”

Exhibits E and F illustrate and describe the vegetated management plan for the parcel in Wabash. According to the VMP, this property was planned for mid-height prairie and the existing hardwoods are to be eventually removed. Areas of the Corridor have been developed and maintained according to the VMP and the area in Wabash was one of the last areas to be developed. With the development of the Wabash Trailhead and current discussions of the MoPac Connection to the Platte River Lied Bridge, this widened corridor area within Wabash is now being planted and developed according to the VMP. The VMP also has recommended vegetated plantings and maintenance for the undeveloped trail corridor east of the Wabash Trailhead. Until this segment is someday completed, it will remain undeveloped, and vegetation allowed to grow naturally and remain closed to public use. LPSNRD will continue to monitor it for noxious weeds and report any trespasser to the proper authorities. Just as with all LPSNRD properties, the MoPac Conservation Corridor and Recreation Trail was constructed for the benefit and use of the public. Unauthorized uses within and on LPSNRD properties are not allowed.

You appeared at the LPSNRD’s August 2023 Board Meeting and addressed the Board of Directors during the portion of the meeting reserved for members of the public to address the Board on any matter not on the agenda. During that meeting you commented on the Corridor, conveyed your interest in purchasing part of the Corridor, and presented the Board with a proposed purchase agreement. Following that meeting, no Director requested that your proposal be set as an agenda item at a future meeting for discussion before the Board of Directors. The matter was assigned to the LPSNRD’s Executive Subcommittee, which decided that no action was warranted in terms of referring the matter to the Board of Directors as the land was not for sale.

Your unsolicited offer to purchase public property presents complicated issues, as would any offer from an individual to purchase public property. For the reasons set forth above, the LPSNRD does not consider this public ground to be surplus property, so it is difficult for the LPSNRD to justify selling the property. Even if the LPSNRD did consider the property to be surplus, the policies of the LPSNRD generally contemplate that surplus property of a significant dollar value is to be sold after a solicitation of bids or publicized notice that the property is for sale, neither of which are involved with your offer. Finally, your status as a public official and the LPSNRD’s status as a government body presents additional issues which may implicate the Nebraska Political Accountability and Disclosure Act.

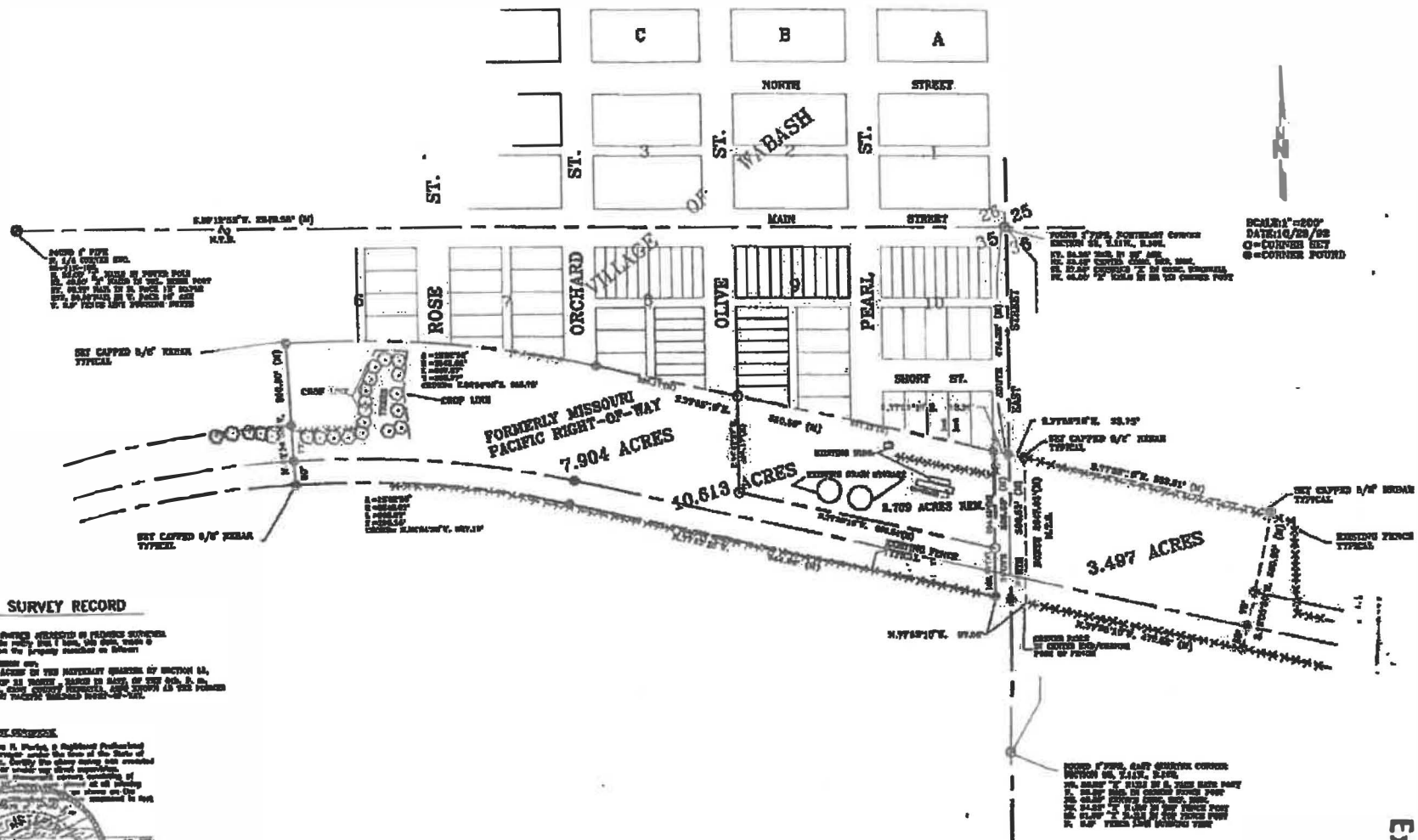
Again, thank you for sharing your concerns with LPSNRD on these identified areas in Wabash. Contact me at msousek@lpsnrd.org or at 402-476-2729 should you have any questions.

Sincerely,


Mike Sousek
LPSNRD General Manager

Cc: Dave Landis, LPSNRD Board Chair
Corey Wasserburger, LPSNRD Legal Counsel

EXHIBIT A



SURVEY RECORD

TO ALL PARTIES INTERESTED IN THIS SURVEY:
 This is to certify that I have, this 20th day of
 August, 1925, surveyed the above described
 property and the same is shown on the
 attached map.

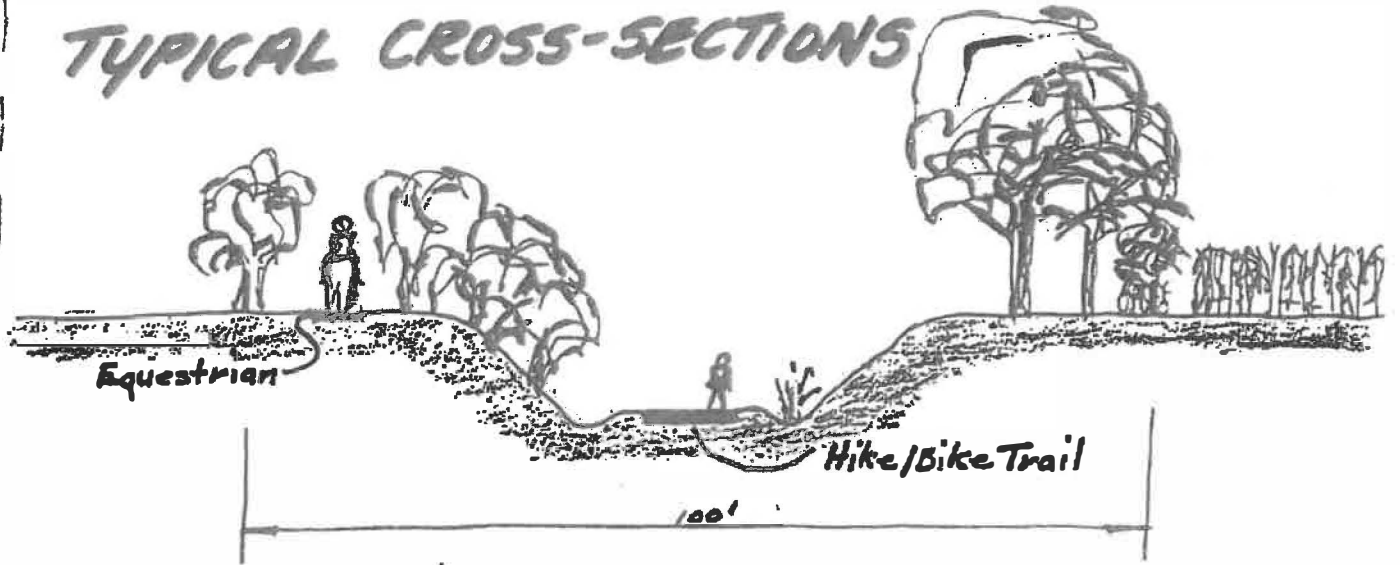
PROFESSIONAL CERTIFICATE
 I, Charles H. Porter, a Registered Professional
 Land Surveyor under the laws of the State of
 Missouri, certify that the above survey was conducted
 by me, or under my direct supervision, in
 accordance with the provisions of the
 laws of the State of Missouri, and that the
 same is true and correct.



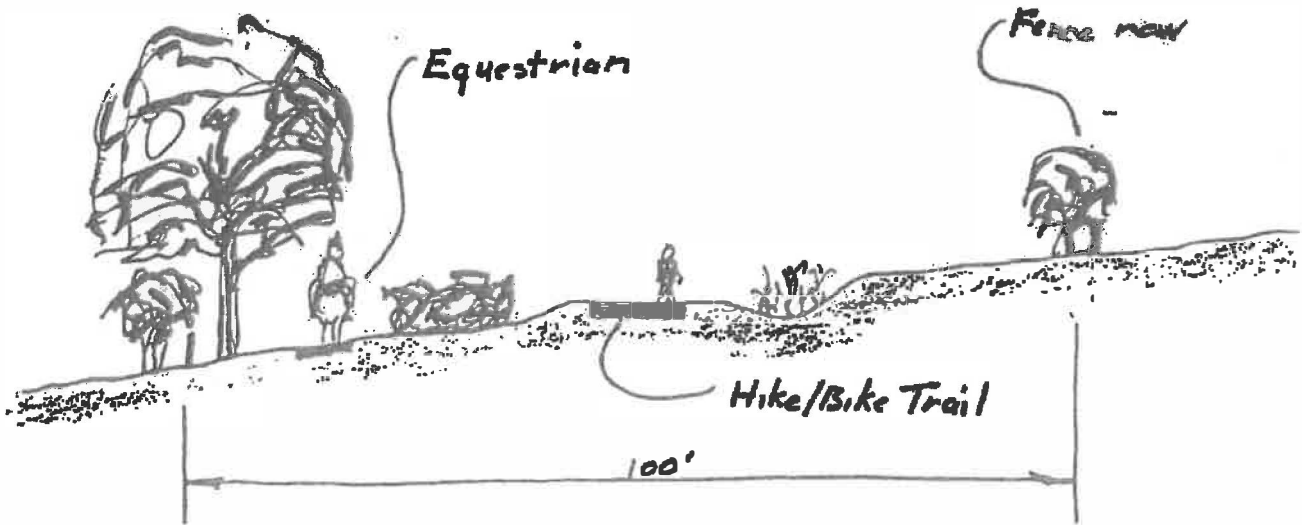
Exhibit A

The design intent is to be as follows:

TYPICAL CROSS-SECTIONS



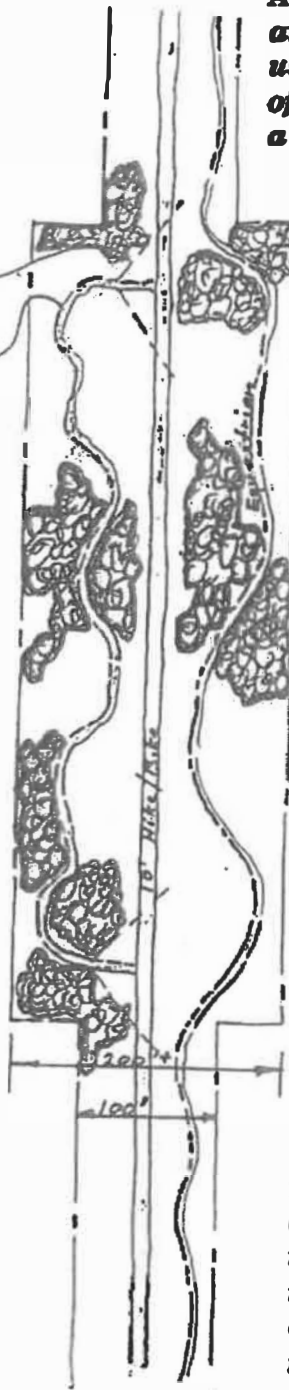
A 10-12 foot, compacted crushed limestone trail will be constructed on top of the existing railroad ballast, except at specific road crossings or within the communities where hard surfacing may be utilized.



A separate trail will be cleared and constructed for equestrian use on one side or the other side of the biking/hiking trail, with a minimum of cross-overs.

*Slight triangle
No vegetation*
*Footstrian only or bicycle
only path*

Fencing will be installed or improved along the entire corridor on an as-needed basis to mark the boundary, to control livestock, and to prevent encroachments. Modifications may be appropriate within the communities



Trees and shrubs planted at various locations for screening, access control, landscaping, wildlife enhancement, educational opportunities, windbreaks, and species diversity. A separate detailed vegetative plan will be developed for the corridor.

112

Wabash/G1 - 3.46 acres - This area is currently a crop field.

Plant this area to the recommended mid-height grass mix with red clover (*Trifolium pratense*) and the wildflower mix. This area will be maintained as native warm season grasses. Prescribed burning every 2-5 years will help control the invasion of woody species and brome grass.

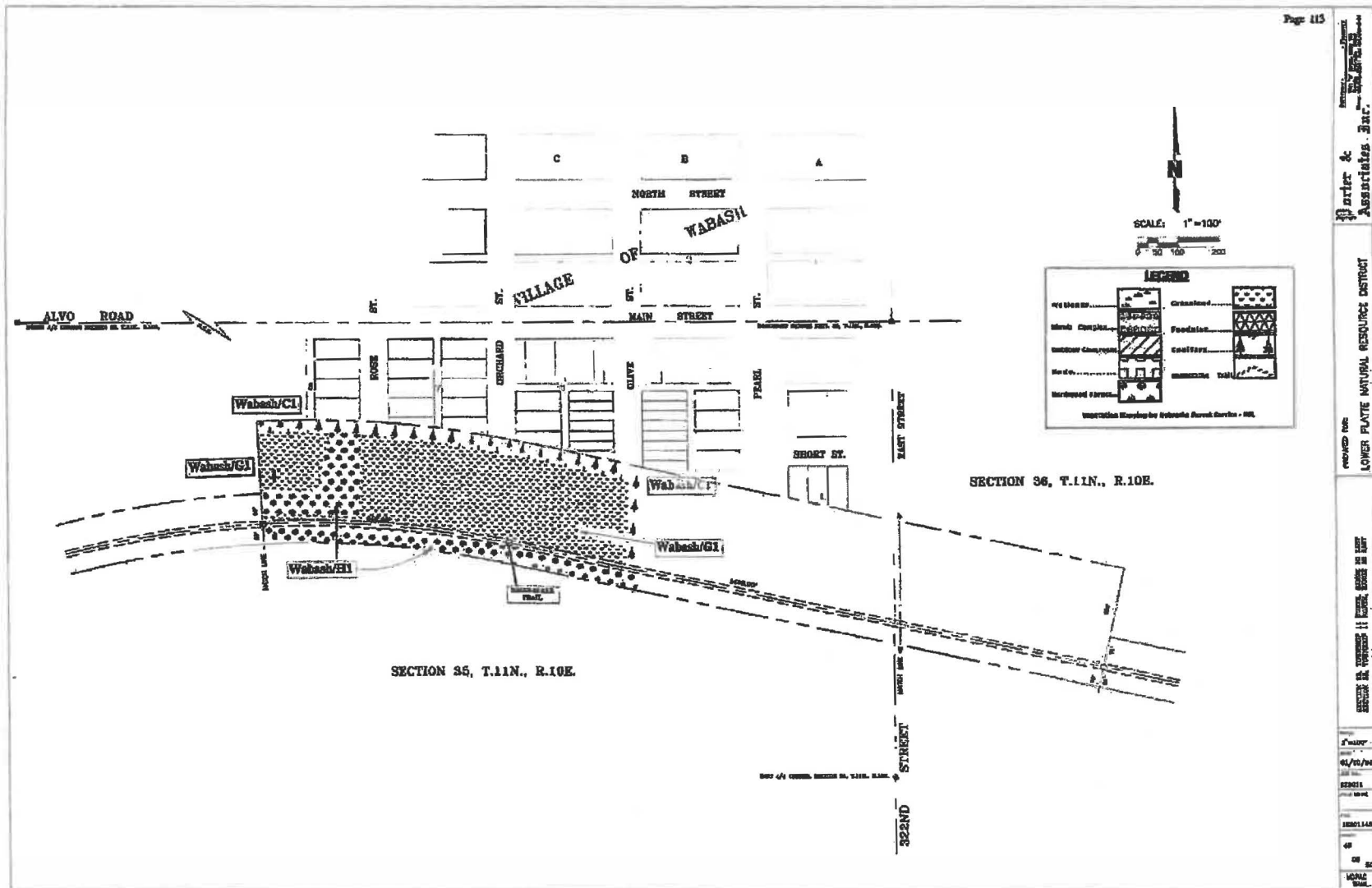
Wabash/H1 - 1.3 acres - A part of this unit divides the Wabash/G1 unit into two parts. This area is a woody, grassed waterway in an existing crop field. This area is currently an erosion buffer in the field. The trees and grass should not be disturbed until after the warm season prairie in Wabash/G1 is established.

Once the prairie is established, the trees in this area can be cut down and the area burned along with the rest of the prairie. The waterway will eventually be vegetated with the prairie species.

The other portion of this unit is the South side of the Trail. Small elm and green ash trees occupy most of the site. Plant 5 red maple (*Acer rubrum*) and 5 redbud (*Cercis canadensis*) among the existing trees. Use five gallon potted stock. These trees can tolerate the shade and will add some seasonal color to the area.

Wabash/C1 - 1.0 acres - This unit is the North and East sides of unit Wabash/G1. Currently this area is a crop field. The purpose for new trees is a boundary planting.

This unit will be planted with 60 B&B trees: Norway spruce (*Picea abies*), Colorado spruce (*Picea pungens*) and Serbian spruce (*Picea omorika*). Trees should be spaced about 20' apart. Plant 45 four foot B&B trees of the following species: northern white cedar (*Thuja occidentalis*), baldcypress (*Taxodium distichum*), Scotch pine (*Pinus sylvestris*), eastern white pine (*Pinus strobus*) and Austrian pine (*Pinus nigra*) on the inside of the spruces at the same spacing. Vary the spacing and alignment while still maintaining an avenue to mow between the trees.



ORDER & ASSOCIATES, INC.

LOWER PLATE NATURAL RESOURCE DISTRICT

SECTION 35, T.11N., R.10E.

SECTION 36, T.11N., R.10E.

SECTION 37, T.11N., R.10E.

SECTION 38, T.11N., R.10E.

SECTION 39, T.11N., R.10E.

SECTION 40, T.11N., R.10E.

SECTION 41, T.11N., R.10E.

SECTION 42, T.11N., R.10E.

SECTION 43, T.11N., R.10E.

SECTION 44, T.11N., R.10E.

SECTION 45, T.11N., R.10E.

SECTION 46, T.11N., R.10E.

SECTION 47, T.11N., R.10E.

SECTION 48, T.11N., R.10E.

SECTION 49, T.11N., R.10E.

SECTION 50, T.11N., R.10E.


DECEMBER 1, 2023

DAVE LANDIS
CHAIRMAN-BOARD OF DIRECTORS
LOWER PLATTE SOUTH NATURAL RESOURCES DISTRICT

CHAIRMAN LANDIS AND BOARD OF DIRECTORS, I AM SUBMITTING MY RESIGNATION AS DIRECTOR REPRESENTING SUBDISTRICT #2 (LPSNRD). I HAVE ENJOYED ALL MY ELECTED EXPERIENCES THE PAST THREE YEARS OF NRD.

AS WE MOVE ON FOR ALL OF US, AGE, HEALTH, AND TIME IS VERY LIMITED.

THANK YOU FOR ALL OUR BOARD AND PERSONAL EXPERIENCES.

RONALD (RON) NOLTE

5700 CHURCH ROAD
PLATTSMOUTH, NE 68048-7000

Personnel Policy No. 6: OFFICE HOURS/WORK WEEK

The basic work day shall consist of eight (8) hours, and the basic work week shall consist of forty (40) hours, Monday through Friday, unless a different work week schedule is approved by the General Manager. Employees may be required to work more than forty (40) hours per week on certain occasions. For purposes of record keeping, the work week for the District begins at 12:00 a.m. Monday and ends at 11:59 p.m. Sunday.

The District office will be open from 8:00 a.m. to 4:30 p.m., Monday through Friday, except for those dates on which holidays are observed.

The General Manager also may vary the office schedule from time-to-time as provided herein. With respect to emergency situations or hazardous weather conditions, the office will be closed at the discretion of the General Manager and all employees will be directed to vacate the office if it is safe to do so. In such event, closed office hours will be treated in a similar fashion to holiday leave for work-hours accounting purposes.

District employees located in NRCS Field Offices will follow Federal work hours determined by their NRCS supervisor, except that during any Government furlough, said employees shall follow District work hours.

Personnel Policy No. 20: HOLIDAYS

The District will observe the following holidays:

1. New Year's Day
2. Martin Luther King Day
3. President's Day
4. Memorial Day
5. Juneteenth
6. Independence Day
7. Labor Day
8. Indigenous Peoples' Day (observed on the day after Thanksgiving)
9. Veteran's Day
10. Thanksgiving Day
11. Christmas Day

These holidays will be observed according to the holiday schedule for Federal employees, except that Indigenous Peoples' Day shall be observed on the Friday after Thanksgiving. An employee may choose to take holiday leave for Indigenous Peoples' Day on the second Monday of October, but in such event the employee will be required to take vacation leave on the Friday after Thanksgiving when the office is closed.

The District also will observe any other holidays that are declared by the President of the United States for Federal employees.

Employees will receive their regular rate of pay for these holidays.

A non-exempt employee who is required by either the General Manager or Assistant General Manager to work on a holiday, or part thereof, shall be paid at the same rate as if it were an ordinary workday, and in addition, shall be paid for the holiday or may take the earned time off during the same work week.

Personnel Policy No. 21: VACATION

Full-time and part-time employees are entitled to vacation leave, which will start to accrue at the first of the calendar month following the initial date of employment.

Vacation time will accumulate according to the employee's length of service with the District, and the following schedule will apply to all full-time employees and proportionally to all part-time employees. Occasional employees shall not be entitled to vacation leave.

0 to 1 full year of employment	6 working days
2 to 5 years	12 working days
6 to 10 years	15 working days
11 to 15 years	18 working days
16 to 20 years	21 working days
21 years and over	24 working days

Vacation leave will be earned on the basis of the District's fiscal year, which is July 1 to June 30. An employee beginning employment during the first six (6) months of the fiscal year will earn six (6) days of vacation leave. An employee beginning employment during the last six (6) months of the fiscal year will earn vacation leave in an amount of days equal to the remaining number of months in the fiscal year, except that an employee beginning employment during the month of June shall earn no vacation leave. The completion of the first fiscal year after employment begins shall be considered the first year for vacation leave calculations.

Vacation leave may not be taken in excess of three continuous weeks or 15 continuous working days, without 60 days prior approval of the General Manager.

All vacation leave must be scheduled in advance with the employee's supervisor and/or the General Manager. All vacation leave taken must be recorded. Upon the termination of employment, unused vacation leave shall be compensated at the rate of pay at the time of termination.

Vacation leave may be accumulated up to 24 days maximum and carried over at the end of the fiscal year.

If a District-observed holiday occurs while an employee is on vacation leave,

they will be paid for the holiday, and the holiday will not be charged against vacation leave.

Time to be charged against vacation leave must be taken in one hour increments. For the purpose of this policy, one day of vacation leave equates to eight hours of vacation leave.

Personnel Policy No. 47: ANTI-HARASSMENT POLICY

PURPOSE:

The District will not tolerate harassment in any form, including sexual harassment, and this policy shall serve to declare and reaffirm that fact.

This policy is intended to enumerate the rights and responsibilities of District employees and management as they relate to allegations of harassment, provide a definition of sexual harassment, and outline applicable procedures for reporting and investigating an allegation of harassment. The District expects all employees to perform their work in a professional manner with a concern for the well-being of their co-workers and the public. Accordingly, all employees are encouraged to report any harassment that is suffered, suspected, or observed.

POLICY REGARDING WORKPLACE HARASSMENT:

Any form of harassment on the job or related to the job, including harassment on the basis of race, color, religion, age, sex, sexual orientation, gender identity, genetic information, national origin, disability, familial status, marital status, pregnancy, military/veteran status, or any other personal trait or characteristic, is absolutely prohibited and may result in severe disciplinary measures up to and including discharge from employment. Employment decisions shall be made without regard to these factors. Any conduct which could be offensive and create an intimidating, hostile, or offensive working environment on the basis of one of these factors is improper and is strictly prohibited. This could include, for example, racial epithets, religious jokes, age-related comments, and references to cultural stereotypes. The District also prohibits any form of harassment by or against other persons (including customers, vendors, and visitors) who interact with the District in any capacity.

The District does not prohibit harassment merely as a "matter of compliance." There are far more important considerations. Harassment is simply unacceptable human behavior. It impacts victims by creating an uncomfortable working environment, harming mental and physical health, reducing job satisfaction, and impairing job performance. And it impacts the District by reducing productivity, lowering morale, increasing turnover, wasting resources, and damaging the District's reputation.

An employee, coworker, or manager who reasonably believes workplace harassment is occurring should report the alleged misconduct immediately. Any supervisor or manager who allows harassment to occur on the job, when the supervisor or manager knows or should have known about the harassment, may be subject to independent disciplinary action.

Retaliation by an employee accused of harassment, or any other individual subject to this policy, against any person because such person has complained of harassment, offered evidence of harassment, or assisted in any fashion in an investigation

conducted pursuant to this policy, will be subject to independent disciplinary action up to and including termination of employment.

DEFINITION OF SEXUAL HARASSMENT AND POLICY REGARDING SEXUAL HARASSMENT:

Sexual Harassment means any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The District has zero tolerance for any type of sexual harassment. While sexual harassment can qualify as a form of discrimination, the serious and potentially criminal nature of this type of conduct mandate a broader approach to dealing with the issue. In addition to behaviors that violate the prohibitions outlined above and in relevant law, the District will also investigate and discipline any employee deemed to have committed any other conduct of a sexual nature determined to be inappropriate in a District employment setting, and any employee found guilty of any state or federal crime involving sexual misconduct while serving in his or her capacity as a District employee.

It is not the intent of the District to regulate the social interactions or relationships freely entered into by employees on their own time. However, the District strictly prohibits sexually unacceptable or improper behavior and affirms that all employees have the right to work in a safe environment free from harassment. Appropriate disciplinary action, up to and including termination of employment, shall be taken whenever the District determines a party subject to the provisions of this policy has violated this policy. Moreover, if a District investigation reveals the existence of conduct thought to be a violation of state or federal criminal law, the case will also be referred to appropriate law enforcement authorities if the reporting employee has not already taken this action.

PROCEDURES:

The sensitive nature and serious consequences inherent in a claim of harassment require any allegation be treated as confidential to the maximum extent possible. Any investigation resulting from a claim of harassment may include interviews with the complainant (person allegedly subject to the harassment), the accused employee (person alleged to have committed the harassment), the reporting party (if different from the complainant), witnesses, and District management. Any parties interviewed during the investigation will be directed to keep the matter confidential to the extent permitted by law.

A. Employee Responsibilities:

1. Any District employee who believes they are being harassed in the workplace, or believes they are being harassed as a result of their employment with the District, has the responsibility to take the following steps:
 - a. If the employee is comfortable approaching the person who is responsible for the harassing behavior, the employee shall:
 - i. notify the person responsible for the harassing behavior and request that the person stop behaving in such a manner; and
 - ii. immediately report the harassing behavior to either a direct supervisor, the Assistant General Manager, or the General Manager. Following notification of a harassment allegation, a supervisor/manager shall produce written documentation outlining the allegations and identifying all relevant facts and evidence.
 - b. If the employee is not comfortable approaching the person who is responsible for the harassing behavior, the employee shall immediately report the harassing behavior to either the complainant's direct supervisor, the Assistant General Manager, or the General Manager.
2. Any employee who believes that another employee is being harassed in the workplace or believes that another employee is being harassed as a result of that employee's employment with the District shall immediately report the harassing behavior to either a direct supervisor, the Assistant General Manager, or the General Manager.
3. Any employee who believes that they or another employee is being harassed by the General Manager shall notify the Chair of the Board of Directors.
4. No employee shall be retaliated against for complaining of offensive behavior or harassment, for offering evidence of such conduct, or for assisting in any fashion in the investigation of a complaint submitted pursuant to this policy.

It is the intent of the District that by defining an employee's responsibilities with regard to allegations of workplace harassment, as provided above, it may establish a process by which an employee has some choice in terms of the manner in which an allegation of harassment is reported.

B. District Responsibilities:

The District has an obligation to effectively investigate and remedy any allegation of workplace harassment.

1. When an employee's direct supervisor, the Assistant General Manager, or the General Manager is notified or becomes aware of possible harassment, they shall take immediate action in addressing the issue and ensuring that any harassment is stopped. Such supervisory individual shall also promptly notify the General Manager if the General Manager has not been made aware of the situation. The General Manager shall cause the alleged harassment to be investigated as deemed appropriate.
2. Such investigation will be done under the direction of the General Manager or their designee. In so doing, the General Manager may seek the assistance of the supervisor of the department of the affected employee.
3. Corrective action shall be taken if such investigation determines that:
 - a. a violation of this policy has occurred; and/or
 - b. a supervisor or manager actually knew or should have known of the harassment and failed to act.

Corrective action may include discipline up to and including termination for all persons determined to have violated this policy. Further corrective action may include required employee counseling and/or training as is deemed appropriate by the circumstances.

4. Regardless of whether or not a complaint results in corrective action, the General Manager or their designee shall report, in writing, the results of every investigated complaint to the Chair of the Board of Directors. The General Manager shall also convey the results to the complainant employee. The General Manager will keep a file containing all such complaints and the results of any related investigations.

Personnel Policy No. 53: Community Service Leave

The purpose of this policy is to establish the criteria and length of leave for employees who desire to take paid leave for community service activities. All full-time employees are eligible for leave under this policy. Part-time and occasional employees are not eligible for leave under this policy.

Upon employee request and with approval of their supervisor, employees may receive a total of sixteen hours of paid leave per calendar year for the community service activities listed below. This shall be the total number of hours that each employee may receive per calendar year as paid leave for community service activities, whether the employee participates in one or more of the activities below.

Fire and Rescue Work:

An employee who is part of a volunteer fire and rescue unit may conduct volunteer work for such unit during normal business hours and receive paid leave for such volunteer work as a community service activity. The employee must receive prior approval from the employee's supervisor before being away from work.

Blood Donation:

Employees who donate blood or who coordinate blood drives may conduct such volunteer work during normal business hours, as provided herein.

An employee may be allowed to take up to two hours as paid leave to donate blood as a community service activity once every twelve weeks (i.e., no more than four times a year). The employee must receive prior approval from the employee's supervisor before being away from work.

An employee organizing a blood drive may conduct such volunteer work during normal business hours as a community service activity. The employee must receive prior approval from the employee's supervisor before being away from work.

Voting:

The LPSNRD will comply with Neb. Rev. Stat. § 32-922, which requires that each employee has at least two consecutive hours during the period that polling booths are open that the employee is not required to be at work. In Nebraska, polling booths are open from 8:00 a.m. to 8:00 p.m. in the Central Time Zone; therefore, employees will be allowed to work no more than ten hours during the twelve-hour period that voting booths are open and their workday shall end no later than 6:00 p.m.

An employee volunteering to work at a voting booth may conduct such volunteer work during normal business hours as a community service activity if

volunteer time is unpaid. The employee must receive prior approval from the employee's supervisor before being away from work.

Service Clubs:

An employee participating in service clubs, such as Lions, Rotary, and Kiwanis and other similar organizations, may participate in such organizations as a community service activity. The employee must receive prior approval from the employee's supervisor before being away from work.

In addition to community service leave, all employees, with approval from their supervisor and concurrence of the General Manager, may be allowed to use vacation leave for activities related to volunteer fire and rescue work, blood donation, voting activities and service clubs.

The District supports and promotes community service activities. Any exception or request for community service leave beyond these guidelines will be left to the discretion of the General Manager.