City of Minden
P.O. Box 239, 325 N. Colorado
Minden, Nebraska 68959

phone 308.832.1820
fax 308.832.1949
www.MindenNebraska.org

The Christmas City
Minden NEBRASKA

RESOLUTION NO. 1825

Whereas, the City of Minden recognizes the importance of offering benefits to employees; and,

Whereas, the City Council of the City of Minden is desirous of making certain changes to the City of Minden Personnel Manual;

Now Therefore Be It Resolved, by the City Council of the City of Minden, Kearney County, Nebraska, that Section 6.06 Overtime Policies of the City of Minden Personnel Manual be changed **as of 9th day of November, 2025** to read as follow, to wit:

Section 6.06: Overtime Policies

It is the policy of the City to minimize overtime work except when required to safeguard public health, safety, and property. The following overtime guidelines were adopted to assure full compliance with the Fair Labor Standards Act by the City:

1. All non-exempt City Employees are to be paid in a standard 7-day work cycle of 7 consecutive days starting on Sunday and will be paid one and one-half times their regular hourly rate of pay for every hour worked in the excess of 40 hours in a standard 7-day work cycle.
2. Police Officers are to be paid in a standard 14-day work cycle of 14 consecutive days starting on Sunday and will be paid one and one-half times their regular hourly rate of pay for every hour worked in the excess of 84 hours in a standard 14-day work cycle.
3. Certain employees according to the Fair Labor Standards Act are exempt and thus do not receive overtime compensation.
4. Computation of overtime hours shall only include those hours actually worked and holidays listed in Section 8.01 Holidays. Vacation, and leave per Section 9 absences are not to be counted towards computation of overtime hours.
5. Employees working in the Water and Sanitary Sewer Departments shall receive 1 hour of regular pay for each day they are on call.

Now Therefore Be It Resolved, by the City Council of the City of Minden, Kearney County, Nebraska, that Section 7 Vacation Leave of the City of Minden Personnel Manual be changed **as of 9th day of November, 2025** to read as follow, to wit:

Section 7: Vacation Leave

The City knows how hard employees work and recognizes the importance of providing time for rest and relaxation from the demands of working. The City encourages employees to take care of personal matters and rejuvenate by taking available paid vacation leave.

Eligible employees earn and accrue vacation leave based upon the provisions in this policy.

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Vacation leave is accrued based upon an anniversary year (based upon each employee's date of hire). The amount of leave an employee is eligible to earn increases with the length of employment as outlined below.

Vacation leave is paid at an employee's base rate of pay at the time of absence and does not include overtime or any other form of compensation such as bonus pay.

Paid holidays falling in a vacation period will not count against vacation time.

7.01 Accrual

All regular full-time employees regularly scheduled to work and working at least thirty-two (32) hours, are eligible to receive paid annual vacation based on the number of years of employment as set forth in the table below:

Years of Service	Accrual Per Pay Period	Total Annual Vacation Leave
Hire Date – Year 3	4 Hours	104 Hours
4 through 10 Years	5 Hours	130 Hours
11 or more Years	6 Hours	156 Hours

Vacation leave accrues only when and employee is actually working. Vacation leave does not accrue while an employee is on any unpaid leave of absence.

An employee who has already requested and been approved for vacation leave hours will not be credited back for hours that the City Administrator closes the City offices due to weather conditions.

Section 7.02 Vacation Leave Requests and Approval

All requests for vacation leave must be submitted to and approved by a department head and/or City Administrator prior to the leave being taken.

Section 7.03 Vacation Leave Annual Rollover

Employees are encouraged to take their available vacation leave each anniversary year. Accrued but unused vacation leave at the end of an anniversary year will roll over into the next year.

Section 7.04 Vacation Leave Cap

Vacation leave may accrue up to an amount not to exceed a maximum cap of 240 hours ("Vacation Leave Cap"). When an employee has reached the Vacation Leave Cap limit of 240 total hours, the employee will stop earning or accruing any additional vacation leave until the employee uses sufficient accrued vacation leave to go below the cap. Once accrued vacation leave is so reduced, the employee will begin to accrue vacation leave again on the City's next regularly-scheduled payday following the reduction below the Vacation Leave Cap. An employee will not accrue more vacation leave in any anniversary year than the amount to which the employee is entitled pursuant to the table in section 7.01.

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Section 7.05 Terminal Pay

In the event of the death of an employee, the employee's beneficiaries will be entitled to compensation for accrued vacation hours.

Section 7.06 Separation Pay

Upon separation of employment, any earned but unused vacation hours will be paid to a separating employee within two (2) weeks or at the next regularly-scheduled pay period, whichever occurs first, with their final paycheck.

Employees who give notice of intent to terminate employment must work out the notice period and cannot utilize remaining vacation leave to extend the separation date, unless otherwise agreed to by the City. The City reserves the right to immediately accept a resignation and pay out the notice period utilizing available accrued but unused vacation at its sole discretion.

Now Therefore Be It Resolved, by the City Council of the City of Minden, Kearney County, Nebraska, that Section 8 Holidays and Personal Days of the City of Minden Personnel Manual be changed **as of 9th day of November, 2025** to read as follow, to wit:

Section 8: Holidays
Section 8.01: Holidays

The following named days shall be official holidays for City Employees:

New Years Day	Veterans Day
Martin Luther King, Jr. Day	Thanksgiving Day
Presidents' Day	Day After Thanksgiving Day
Arbor Day	Christmas Eve Day
Memorial Day	Christmas Day
Independence Day	*1/2 Day New Years Eve Day
Labor Day	

Holidays shall be observed on the day they are observed by the courts of the State of Nebraska. When a holiday falls on Sunday, the following Monday shall be observed as a holiday. When a holiday falls on a Saturday, the preceding Friday shall be observed as a holiday. If Christmas Eve Day falls on a Friday and Christmas Day falls on a Saturday, Thursday and Friday will be observed as the holidays. If Christmas Eve Day falls on Sunday and Christmas Day falls on Monday, Monday and Tuesday will be observed as the holidays.

*If New Year's Eve Day, December 31, falls on a Monday, Tuesday, Wednesday, or Thursday, the City Offices shall close at 12:00 noon on such day. The City Administrator has the discretion to close the City offices on December 31 of any year of which New Years Day falls on a Tuesday or Friday.

Regular, full-time employees who are not required to be on duty will be allowed to be absent from work without loss of pay on an official holiday. Seasonal and part-time employees shall not be paid for the holiday. In order to qualify for holiday pay, employees shall not be absent, without authorized leave, on either the day prior to or the day after such holiday. Holidays which occur during a vacation, personal time, and or leave per Section 9.01, 9.02, 9.04, 9.05, 9.07 (1), (2), (3), (4), and (5); shall not be charged against that leave. If a holiday occurs while an employee is on Workers' Compensation or other disability compensation, no credit for the holiday shall be allowed.

The holidays listed in this section will count as hours worked and will be compensated for a full shift at regular pay for their normal work shift. An employee may be required to work on a holiday if it is necessary to maintain essential services to the public. If an employee works on a holiday as listed in this section, they will be compensated in accordance with Section 6.06 Overtime Policies.

Employees must be on the active payroll in order to be paid for the holiday.

Now Therefore Be It Resolved, by the City Council of the City of Minden, Kearney County, Nebraska, that Section 9 Leave of the City of Minden Personnel Manual be changed **as of 9th day of November, 2025** to read as follow, to wit:

9.01 Medical Leave

Medical leave with pay shall be provided to regular full-time employees for the purpose of providing an economic cushion. The accumulation of medical leave shall be allowed for the purpose of enabling employees to be protected economically in the event of a major illness or lengthy absence from employment for a medical reason.

All regular, full-time employees shall four (4) hours of medical leave with pay for each two (2) week pay-period, with unlimited accumulation.

An employee who leaves his position because of a reduction force may, if reappointed within 12 months shall have available for his necessary use any unused medical leave existing at the time of his termination.

An employee eligible for medical leave with pay shall be granted such earned medical leave for sickness or injury, for medical, dental, or optical examination or treatment, when an employee is exposed to a contagious disease, or when attendance at duty may jeopardize the health of others.

Additionally, an employee may use medical leave when the illness or condition, including death, of an immediate family member requires the employee's presence. Immediate family member for the purposes of medical leave is defined as: spouse, parent(s), grandparent(s), children (blood, adopted, half and step), grandchildren, siblings, in-laws (father, mother, brother, sister, son, or daughter).

Medical leave with pay may be granted for reasons of personal illness or physical incapacity upon approval of your request by the City Administrator. An employee shall present a written statement by a physician certifying that the employee's condition prevented him/her from performing the duties of his/her position, if said employee is absent for more than five (5) days, or more frequently, if so requested by the City Administrator.

All long-term medical leave requests must be accompanied by appropriate medical certification from a physician, indicating the condition necessitating the leave request and the projected date of return to work. Upon granting a long-term leave request, the employee may be required to provide the City Administrator with additional physician statements at least once every thirty (30) days or more frequently if requested attesting to continued disability and inability to work. The employee may also be required to provide the City access to all medical records or to submit to an examination at any time by a physician designated by the City Administrator.

Before being permitted to return from long-term medical leave, the employee may be required to provide the City Administrator or his designee with a note from a physician indicating that he is capable of returning to work with or without restrictions.

The employee shall notify his/her department head of his/her sickness which will prevent his/her reporting for work, as quickly as possible after it is known that he/she will be unable to report for work. Such notices will be given either directly by the employee or by any other means at his/her disposal. Failure to make such a report will be considered absence without leave without pay.

In the event that the City Administrator closes City offices due to weather conditions, an employee will not have medical leave hours that otherwise would have been utilized added back to their medical leave account.
Employees shall not be paid for accrued sick leave upon termination of employment.

Section 9.02 Special Medical Leave

An employee who needs medical leave for purposes as described previously and who does not have any accrued medical leave credits may request leave without pay or request a medical leave donation per Section 9.03. The City Administrator may grant leave without pay if it is in the best interest of the City to do so.

Section 9.03 Medical Leave Donation

The City of Minden recognizes that employees may face a family emergency or a personal crisis that causes a severe impact to them resulting in a need for additional time off in excess of their available sick/vacation time. To address this need all eligible employees will be allowed to donate sick time from their unused balance to their co-workers in need in accordance with the policy outlined below. Participation in donating and receiving medical leave is strictly voluntary.

Immediate family members in this section are defined as: spouse, parent(s), grandparent(s), children (blood, adopted, half and step), grandchildren, siblings, in-laws (father, mother, brother, sister, son, or daughter)

1. Eligibility
    a. Employees requesting to receive donated medical leave must meet the following conditions to receive donated medical leave:
        i. Employed for a minimum of six (6) months
        ii. Must be a regular full time employee
        iii. Serious medical conditions to employee or immediate family member such as, but not limited to:
            1. Birth of a child or placement of a child through foster care or adoption
            2. The care for a child, spouse, or parent who has a serious health condition
            3. A serious health condition that makes the employee unable to work
        iv. Must have exhausted all vacation and medical leave
        v. Must not be receiving disability benefits or workers' compensation for the same condition.
        vi. Must submit a written request and provide medical documentation if applicable.
    b. Employees may donate medical leave if they:
        i. Employed for a minimum of six (6) months
        ii. Employee is a regular full-time employee with a minimum balance of eighty (80) hours after donation
        iii. Voluntarily choose to donate
        iv. Have not given notice of termination
        v. Donations must be made in a minimum of four (4) hours and in whole-hour increments
2. Donation Guidelines
    a. Donations are irrevocable once processed.
    b. Donors must maintain a minimum balance of eighty (80) hours after donation.
    c. Recipients may receive up to four hundred and eighty (480) hours in a rolling 12-month period.
    d. Leave may only be used for the approved period and may not be paid out. Any unused donated leave will be placed in a pool for future requests by any employee.
3. Application Process
    a. Recipients requesting leave must:
        i. Submit a Medical leave Donation Request Form
        ii. Attach medical certification (e.g., physician statement), if applicable
    b. If an employee would like to donate leave, they must:
        i. Submit a “Donation of Medical Leave Agreement” form.

4. Administration
    a. All requests from recipients and donors will be reviewed and approved by the City Administrator and/or Human Resources
    b. All approved requests will be communicated to the workforce
    c. The HR Department will track all donations and usage.
    d. All requests, donations, and medical information will be kept confidential
    e. The employer reserves the right to deny or limit donations based on staffing needs, policy violations, or abuse
5. Abuse and Violations
    a. Any misuse of this policy, including fraudulent use of donated leave or coercion of employees to donate, may result in disciplinary action.

Section 9.04 Workers' Compensation

The Workers' Compensation rules included in Chapter 48, Article 1, §48-101 of the Revised Statutes of Nebraska State:

> "When personal injury is caused to an employee by accident or occupational disease, arising out of and in the course of his or her employment, such employee shall receive compensation therefor from his or her employer if the employee was not willfully negligent at the time of receiving such injury."

Therefore, all employees of the City of Minden are covered by Workers' Compensation Insurance. This includes full-time, part-time, and seasonal employees. Workers' Compensation Insurance coverage includes medical and hospital services, prosthetic devices, total and partial disability, injury to specific members, and injuries causing death.

Per Chapter 48, Article 1, §48-119 of the Revised Statutes of Nebraska State:

> “No compensation shall be allowed for the first seven (7) calendar days of disability, except as provided in section 48-120, but if disability extends beyond the period of seven calendar days, compensation shall begin on the eighth (8) calendar day of disability, except that if such disability continues for six (6) weeks or longer, compensation shall be computed from the date disability began. For purposes of this section, a partial day of disability shall be deemed a calendar day of disability.”

Employees may return to restricted duty following a work-related injury if the City is provided a release from a physician and the City has a light-duty position available for which the employee is qualified. Leave under this provision may not exceed 90 days for any one injury.

Anyone injured on the job must report it immediately to his Department Head and complete any necessary reports. The Department head will then forward all pertinent information to the City Administrator, so that the proper report is filed within five (5) days after the injury. (Resolution 1792 3-18-24)

Section 9.05 Military Leave

Every regular full-time employee who is a member of the Armed Forces is entitled to military leave in accordance with section 55-161 Reissue, Revised Statutes of Nebraska, 1943, Cumulative Supplement 1972.

Section 9.06 Family Military Leave

Family Military Leave Act of 2005

Regular employees employed for at least 12 months and have worked 1250 hours and who are the spouse or parent of an individual that has been deployed for military service ordered by any branch or reserve unit of the U.S. military forces for more than 179 days, are eligible for up to 15 days of unpaid Family Military Leave. Such leave and return to municipal service and retention of benefits shall be in accordance with federal and/or state law.

Nebraska Family Military Leave Act - April 4, 2007

Employees who are spouses and parents of military service members and who have been employed by the City for twelve (12) months and have worked 1,250 hours in the previous twelve (12) months are eligible for leave in accordance with the Family Military Leave Act. Eligible employees can use family military leave when a spouse or child has been deployed for military service ordered by any branch or reserve unit of the U.S. military forces for more than one hundred seventy-nine (179) calendar days. Employees are eligible for up to fifteen (15) days (work days) of unpaid Family Military Leave during the time the deployment orders are in effect.

The City will require certification from the proper military authority to verify the request for leave. If the leave will be longer than five (5) days, employees should provide fourteen (14) days notice. If the leave is less than five (5) days, then the employee should provide notice as soon as practicable.

Any employee, who exercises the right to leave under the Act, is entitled to restoration of the position or to a position with equivalent seniority status, benefits, pay, and other conditions of employment when leave commenced.

The City will continue to pay the employer's portion of health insurance during family military leave. The employee is responsible for payment of his/her share of health insurance to the City during the absence. If the employee fails to return to work at the end of the fifteen (15) day period, he/she will be required to reimburse the City for the employer's portion of the health insurance premium that was paid during the absence. Vacation and medical leave accruals are not earned during unpaid family military leave.

All accumulated personal leave days, vacation, and earned comp time leaves must be utilized before unpaid leave is used. Paid leave is included as part of the fifteen (15) days of family military leave.

An employee may take family military leave intermittently or on a leave schedule that reduces hours per workweek or workday. The City may transfer an employee requesting intermittent leave to an available alternate position if he/she is qualified.

To request family military leave, an employee must make such request in writing to his/her supervisor. The supervisor will forward this request to the City Administrator for approval and to be placed in the employee's Medical File. The employee must provide a copy of the orders. When the Leave is actually taken the employee is to complete a leave request form and mark, "other", with the description of Family Military Leave.

The City may not discharge, fine, suspend, expel, discipline or in any other manner discriminate against any employee who exercises any right provided under the Act. City Administration is the official administrator of this policy.

Nebraska Family Military Leave Act - Questions and Answers

Q. What is the purpose of the Nebraska Family Military Leave?

A. To create a method by which employers save on the cost of hiring and training new employees by giving certain employees extended periods of time off for family military deployment emergencies. It provides a means for some employees to deal with situations created by deployment orders when they have no leave available.

Q. What does the Act do?

A. The Act requires the City of Minden to provide up to a total of fifteen (15) days of unpaid leave during a twelve- (12) month period for employees at the time deployment orders are in effect for a spouse or children.

Q. Are all employees eligible to use this type of leave?

A. Employees must have worked at least twelve (12) months for the City and at least one thousand two hundred fifty (1,250) hours during the past 12 months.

Q. What are the reasons an employee can take leave?

A. Eligible employees may take this type of leave for a spouse or child that has been deployed for military service ordered by any branch or reserve unit of the U.S. military forces for more than one hundred seventy-nine (179) calendar days. Employees are eligible for up to fifteen (15) days (workdays) of unpaid Family Military Leave during the time the deployment orders are in effect.

Q. What does military deployment orders mean?

A. Leave can only be taken during the time the deployment orders are in effect, not before or after. For example, if the service person is given notice on Monday that he/she must leave on Friday, the employee is not to take leave until actually deployed or until Friday.

Q. How do I request family military leave?

A. To request family military leave, an employee must make such request in writing to his/her supervisor. The employee must provide a copy of the orders to HR to verify the request. The supervisor will forward this request to HR to be placed in their Medical File. When the leave is taken the employee will complete a leave request form and mark, “other”, with the description of Family Military Leave.

Q. Do I have to provide the City notice prior to requesting family military leave?
A. Yes. You must provide the City reasonable notice, preferably fourteen (14) days if the leave will be longer than five (5) days. If the leave is less than five (5) days, then notice as practicable.
Q. Do I have to use personal days or accrued vacation leave first?
A. Yes. However, for every day of personal, vacation, or comp time an employee uses for family military leave purposes, the maximum leave time of thirty (30) days is reduced by one day.
Q. While I am using family military leave, what is the status of my benefits?
A. If, as part of your family military leave you are using medical, vacation, or comp time earned, you will continue to accumulate and receive full benefits just as if you are working. During unpaid family military leave, the City will continue your health insurance coverage, provided you pay your share. However, vacation and medical leave accruals are not earned during unpaid family military leave.
Q. Do I get my old job back after I return from family military leave?
A. On return from family military leave an employee is entitled to be returned to the same position an employee held when leave started, or to an equivalent position, with equivalent benefits, pay, and other terms and conditions of employment.

Section 9.07 Special Leave

The City of Minden may also grant special leave hours as follows:

1. Juror – Leave with pay shall be granted to an employee to serve when called for jury duty.
2. Witness – Special leave may be granted by the City Administrator, with pay, to an employee when summoned to serve as a witness by any court of proper jurisdiction.
3. An employee involved in court as an expert witness (not because of his/her official capacity) or in a personal case, either as a plaintiff or as a defendant, shall be granted either vacation leave or leave of absence without pay.
4. Bereavement Leave
    a. Immediate Family:
        i. Immediate family member for the purposes of bereavement leave is defined as: spouse, parent(s), grandparent(s), children (blood, adopted, half and step), grandchildren, siblings, in-laws (father, mother, brother, sister, son, or daughter)).
        ii. Three (3) days of bereavement leave with pay may be granted for funerals of the immediate family of an employee. Any additional days may be charged to vacation leave, or taken without pay.
    b. Non-Immediate Family:
        i. For bereavement leave not in the immediate family, leave with pay may be granted not to exceed eight (8) hours per year, and may be taken in not less than one half hour increments.
    c. Other:
        i. If travel is necessary to attend a funeral, a reasonable time may be

allowed by the City Administrator and charged as vacation leave or taken as leave without pay.

ii. In situations where several employees wish to have time off to attend a funeral, discretion must be used by the City Administrator so that City services can be maintained.

iii. In the event of the death of a current elected official or City employee, the City Administrator may authorize the absence of employees to attend the memorial service without using funeral leave.

iv. In the event that the City Administrator closes City offices due to weather conditions, an employee will not have funeral leave hours that otherwise would have been utilized added back to their funeral leave account.

5. A pregnant employee may request maternity leave at such time as she feels she is unable to perform her normal duties or when her physician advises her to do so. Such leave shall be for a period of ninety (90) days and shall be without pay after vacation and medical leave have been expended. An employee on maternity leave is expected to return to work after childbirth, miscarriage, or abortion at the end of the 90 day leave of absence or as soon thereafter as she can be reasonably expected to perform her normal duties. Failure to report at the end of the 90-day leave shall be considered as a resignation unless a time extension has been approved by the City Administrator.
6. Short-Term Disability – An employee may apply for short-term disability benefits through the City of Minden's Group Insurance Program after all sick leave and vacation has been used. During the time an employee is on short-term disability the employee shall not accrue sick leave time or vacation time.
7. Long-Term Disability – An employee may apply for long-term disability benefits through the City of Minden's Group Insurance Program if all requirements have been met as set forth in the plan document.

Now Therefore Be It Resolved, by the City Council of the City of Minden, Kearney County, Nebraska, that Section 10.05 Employee Reimbursement of the City of Minden Personnel Manual be changed **as of 9th day of November, 2025** to read as follow, to wit:

Section 10.05 Employee Reimbursement

All requests shall be submitted to the City Office no more than thirty (30) days prior to the event and will be approved for reimbursement at the next regular city council meeting if received by no later than the Wednesday prior to the meeting. All requests must be turned in no later than thirty (30) days after the event.

1. Lodging
    a. The City will only pay for lodging that is more than fifty (50) miles from the workplace. Exceptions can be made for weather or medical reasons. These reasons must clearly be stated on the reimbursement request form.
    b. When possible, reservations must be made through the City Office.

c. If lodging costs are paid by the employee, then the actual lodging costs will be reimbursed with City Administrator approval.

2. Meals
    a. For an Overnight Stay, meals will be paid as follows at the GSA Per Diem Rate for the location of the event (https://www.gsa.gov/travel/plan-book/per-diem-rates):
        i. First and last day of travel will be 75% of the GSA Per Diem Rate.
        ii. Full days at event will be 100% of the GSA Per Diem Rate.
    b. For Single Day Travel, meals will be reimbursed after the event only. The GSA Per Diem Rate will not be used.
    c. Meals for a work-related event within the City of Minden will be reimbursed after the event only. The GSA Per Diem Rate will not be used.
    d. Reimbursement to an employee for more than his/her meal(s) is not allowed.
3. Mileage
    a. Employee will be asked to use a City vehicle when one is available or is more economical for travel to and from events.
        i. If employee is asked to use City vehicle and chooses not to, employee will forfeit mileage reimbursement.
    b. Mileage will be reimbursed at the IRS Rate (https://www.irs.gov/tax-professionals/standard-mileage-rates) for approved personal vehicle use only.
4. Other Expenses
    a. The City will reimburse employees for other expenses as approved by the employee's supervisor and the City Administrator including, but not limited to:
        i. Parking/Toll Booths
        ii. Expenses for City purposes paid by employee
5. Reimbursement Request Form
    a. If requesting reimbursement for lodging, meals, and/or mileage prior to an event, a reimbursement form must be submitted with all reimbursement requests including proof of the event.
    b. If requesting reimbursement after an event for lodging, meals, and/or mileage; then itemized receipts with date and time and proof of event attendance must be turned in for all non-Per Diem reimbursements. The City will not reimburse any tips paid. The City will not reimburse for any items if the receipt includes alcohol.
    c. If requested, employee must be able to provide proof of attendance for events on the Reimbursement Request Form.
    d. All requests for reimbursement are subject to approval by the City Administrator or Mayor.
6. Cancelations
    a. If an employee is reimbursed lodging, meals, or mileage prior to event and the event is cancelled or the employee does not attend, then the employee

is to refund the City for the amount on the Reimbursement Request Form.

Now Therefore Be It Resolved, by the City Council of the City of Minden, Kearney County, Nebraska, that Section 15.04 Nepotism of the City of Minden Personnel Manual be changed **as of 9th day of November, 2025** to read as follow, to wit:

Section 15.04 Nepotism

Two or more members of the same immediate family shall not be employed to supervise each other or to work under the same immediate Supervisor, unless in Seasonal Employment status. Employees may work in different divisions of the same department or in different departments. Council approval will be sought for necessary situations, as required by the Nebraska Accountability and Disclosure Commission on NADC Form C-4. Immediate family is defined as: spouse, parent(s), grandparent(s), children (blood, adopted, half and step), grandchildren, siblings, in-laws (father, mother, brother, sister, son, or daughter)). Should two present employees become immediate family through marriage, both employees may retain employment, however, the City Administrator retains the right and responsibility to transfer either one of the related employees for the purpose of maintaining the best interest of the City of Minden.

Now Therefore Be It Resolved, by the City Council of the City of Minden, Kearney County, Nebraska, that Section 15.07 Political Activity of the City of Minden Personnel Manual be changed **as of 9th day of November, 2025** to read as follow, to wit:

Section 15.07 Political Activity

Unless specifically restricted by federal or state law, employees of the City of Minden shall not be prohibited from participating in political activities except during office hours or when otherwise engaged in the performance of their official duties (this includes wearing political buttons while on duty). In addition, employees may not use their City job to distribute or receive political favors of any type or nature. Employees shall not engage in any political activity while wearing uniforms required by the City.

If an employee wishes to take part in political activities during normally scheduled work hours, the employee must use vacation leave, or leave without pay to cover this period of absence. An employee may be elected to office, but if such election presents a conflict with the employee's job or interferes with the employee's scheduled work hours, the City has the authority to change terms and conditions of employment, up to and including termination.

Council Member Yant moved for the adoption of the foregoing Resolution. Council Member Schneider seconded the motion.

On roll call the following voted Aye: Bunger, Sumstine, Yant, and Schneider.

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The passage of said Resolution having been consented to by a majority of the members of the City Council, the Mayor declared the Resolution passed and adopted, this 2nd day of September, 2025.

PASSED AND APPROVED this 2nd day of September, 2025.

_____
Larry Evans, Mayor

Attest:

_____
Abbey Jordan, City Clerk