

MEMORANDUM

TO: Personnel, Legislative and Public Affairs Subcommittee

SUBJECT: Papio NRD's Affirmative Action Program

DATE: January 2, 2025

FROM: Tracy Thompson, District Secretary/HR Assistant

As a recipient of more than 50,000 in Federal dollars, and having more than 50 employees, the Papio NRD is required by Federal statute to have an Affirmative Action Program (AAP). Each year in December, Baird Holm and District Staff reviews the District's AAP and the tasks required to remain in compliance with Federal regulations. Board action is not required since the AAP program is governed by Federal statute. A copy of the AAP, which includes the Affirmative Action Program for the Disabled and Veterans, and the Affirmative Action Program for Women and Minorities is attached for your convenience.

As an informational presentation, the following actions accomplished in 2024 are tasks that are completed every year as per our calendar schedule to meet the requirements set forth by the Office of Federal Contract Compliance Programs (OFCCP) for implementation of the District's AAP:

1. The Subcontractors and Suppliers Memorandums were mailed in May. The memo emphasizes that, if applicable, the contractor or subcontractor will abide by regulations that prohibit discrimination against qualified individuals based on race, color, religion, sex, national origin, sexual orientation, gender identity, protected veteran status or disability. Subcontractors and Suppliers respond with a signed response form – *(67% return rate in 2024)*
2. Equal Employment Opportunity and Employee Rights posters are displayed in all District Offices.
3. The Semi-Annual Letter to Management Regarding Affirmative Action Obligations was sent to all Papio NRD Managers in January 2024 and July 2024.
4. The U.S. Department of Labor's Veterans' Employment and Training Service (VETS) Federal Contractor Veterans' Employment Report Vets-4212 was filed for 2023-2024.
5. The District's certification of Affirmative Action Programs to the Department of Labor and the Office of Federal Contractor Compliance Programs through the OFCCP Contractor Portal.
6. The Papio NRD continues to advertise all position openings at NE Works, Nebraska Vocational Rehabilitation Office, the Papio NRD website, the Nebraska Association of Natural Resource Districts (NARD) website and in the local newspaper as well as local colleges and universities of the community where the position is being filled, to ensure our AAP obligations are being met.

The Papio NRD employs 52 full-time, one temporary full-time, and two seasonal employees.

2024 personnel actions include: *(see attached Table 1)*

- ✓ 1 promotion from within the District
- ✓ 2 job transfers within the District
- ✓ 1 termination
- ✓ New Hires from outside the District:
 - 1 seasonal part time position; 5 existing full-time positions; and 2 new full-time positions

Table 1 – 2024 District Personnel Actions

POSITION	FILLED BY ACTION	DATE FILLED	LOCATION
Groundskeeper Summer Hire	Personal contact	2/27/24	Omaha
Papillion Creek Watershed Coordinator - 319 Position	Promotion	1/2/24	Blair
Land Steward	Advertisement	3/4/24	Omaha
Water Supply Operator	Personal Contact	2/26/24	Walthill
Water Supply Operator	Lateral transfer	1/2/24	Dakota City
Land Steward	NRD Website Groundskeeper	5/28/24	Omaha
Field Representative	Advertisement	3/5/24	Dakota City
Land Steward	NRD Website Groundskeeper	9/16/24	Omaha
Water Supply Operator	Personal Contact	7/15/2024	Walthill
Medium Equipment Operator	Personal Contact	8/26/24	Omaha
Groundskeeper Summer Hire	Position open and will be filled at a later date		Omaha
Groundskeeper	Job Transfer	11/4/24	Omaha