

Ready to Work Guidance for Agency Directors and HR Business Partners

What are the guidelines for teammates being placed on ready to work status?

Chapter 10.012 of the Classified System Personnel Rules states, “Emergency Situations. In case of emergencies which affect employees’ working hours or conditions, the Director of Personnel, DAS-State Personnel Division, shall issue clarifying personnel policies concerning work hours and appropriate leave.”

Among other things, this provision allows teammates who are able and ready to work, but due to emergent situations such as their regular workplace being inaccessible and no remote work options available, to be placed on a paid ready to work status.

What is the process to put State Teammates in Ready to Work Status?

1. Please complete the Ready to Work Form available on the COVID-19 [Personnel Resources page](#) and be prepared with the following information:
 - a. The location of the facility.
 - b. The reason for the request. Specifically, why teammates can’t do their normal work at their normal workplace and why they can’t work remotely.
 - c. The individuals, groups, or classifications involved.
 - d. The effective date and anticipated duration if known.
2. The Ready to Work Form needs to be completed by the agency director or a HR Business Partner with acknowledgement that the agency director is aware of the request.
3. Please email the ready to work form to DAS.ClassandComp@nebraska.gov
4. In order to expedite the process, State Personnel will not require individual requests when groups of teammates are impacted. In an emergent situation, State Personnel will make a determination on group requests and the agency may submit supporting documentation listing the impacted teammate’s names and information within 7 days.
5. Consult your payroll staff to determine if any special time-keeping codes and/or actions are required when recording ready to work status hours.
6. Once received, DAS-State Personnel will review the request and will notify you of the approval status.
7. If approved, please note if your actual end date is different than the anticipated end date provided on the form email DAS.ClassandComp@nebraska.gov to update our tracking document.

If you have additional questions, please contact [Kevin Workman](#), Deputy State Personnel Director for more information.