

Directors and HR Business Partner Update

This memo has been sent to all Agencies, Boards, and Commissions and Human Resource Partners on behalf of Jason Jackson, Interim State Personnel Director. Please direct questions/concerns to AS - State Personnel Division at (402) 471-2833.

MEMORANDUM

TO: All Agencies, Boards and Commissions
Agency HR Contacts

FROM: Jason Jackson, Interim State Personnel Director
Department of Administrative Services

SUBJECT: Emergency Weather Policy

Agencies of the State of Nebraska have a statutory responsibility to be open for the transaction of business from at least 8:00 a.m. to 5:00 p.m., Monday through Friday (§81-113).

With this statutory obligation as a foundation, each Agency, Board, and Commission (Agency) should develop a severe weather plan that balances the safety of our commuting teammates and the obligation of the State to provide services to its citizens.

Where safety concerns prevent teammates from commuting to their work site, they should report their absence and utilize an appropriate leave type in accordance with their Agency's policy. Teammates may take vacation, compensatory time, or leave without pay. Leave should be granted as liberally as possible. Sick leave should only be utilized if a teammate has a medical issue. If feasible, agencies may allow teammates to make up missed work time within the current work week.

Agency directors may authorize teammates to work from other locations. Agencies are encouraged to proactively notify teammates if an alternative work site is being utilized due to a building closure.

Agency directors should coordinate and seek approval from State Personnel prior to authorizing any paid work status (e.g. Ready to Work).

If you have any questions concerning this policy, please contact AS - State Personnel Division at (402) 471-2833.