

**This Memorandum has been sent to all Agencies, Boards and Commissions.
Please forward to your employees.**

TO: All Agencies, Boards and Commissions
Agency HR Contacts

FROM: Andy Russell, Acting Personnel Director
Administrative Services-State Personnel Division

SUBJECT: Emergency Weather Policy

The State of Nebraska Emergency Weather Policy is as follows:

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

Prior to the onset of inclement weather, agencies should develop plans and alternatives on how best to serve the public should a weather emergency arise. All employees should be made aware of the procedures developed for that agency.

With the safety and welfare of our employees as a concern, employees will determine for themselves their ability to drive to work safely, the condition of their vehicle, and the immediate road conditions.

If an employee chooses not to report to work, they should follow their own agency policy for reporting their absence.

Employees choosing not to work during adverse weather conditions will have to use accrued vacation leave, earned compensatory time, or leave without pay. If feasible, agencies may allow employees to make up missed work time within the work week.

If an employees' normal work site is not open, for example in locations where employees work in buildings that are not owned or operated by the state, and an alternative work location is not an option, then the employee may be placed on a ready to work status. This means that they are ready and available to be called back to a work location, at any time. Employees in a ready to work status will be compensated. Employees shall perform any state work possible during this status.

Agencies are directed to be as reasonable as possible in the approval of the use of vacation, compensatory time, or leave without pay. Also, if possible or necessary, agencies are encouraged to allow the employees to make up any lost work time due to weather related conditions. Agency directors may authorize employees to work from other locations.

November 2012

State Personnel • Andy Russell, Personnel Program Administrator

Administrative Services • 301 Centennial Mall South, 1st Floor • P.O. Box 94905 • Lincoln, Nebraska 68509-4905 • Phone: 402-471-2075 • Fax: 402-471-3754