

HUMAN RESOURCE POLICY

#1 (ADMIN)

ADVERTISING TO CITY EMPLOYEES

Approved by: **Personnel Board** 3/28/2013

City Council 2/25/2014

Mayor of Omaha: Jean Stothert
City Council President: Pete Festersen
Human Resource Director: Michele Frost

Pursuant to the Omaha Municipal Code, Section 23-65, this document is a Human Resource policy of the City of Omaha. Please check the City's website, <http://www.cityofomaha.org/humanresources/public-documents/hr-policies> for the latest version of this policy. Where no policy or guideline exists or if there are questions on this policy, please contact the Assistant Human Resources Director/Labor Relations Director in the Human Resources Department.

Purpose:

The purpose of this policy is to set the parameters on the type of advertisements the City will accept from both for-profit and non-profit organizations for their events, goods, and/or services.

Policy:

A. For-Profit Organizations

Advertisements for events, goods, and/or services provided by for-profit organizations will not be included in official City of Omaha communications.. However, either events held at City of Omaha facilities or facilities operated by the Metropolitan Entertainment & Convention Authority (MECA) may be included in employee communications.

Information on discounts, special offers, etc., available to City of Omaha employees from for-profit organizations will be accepted for posting on the City's intranet website and/or bulletin boards at appropriate work locations only after being approved by both the Human Resources Department and the Law Department. Any organization wishing to take advantage of this advertising opportunity is required to contact the Human Resources Department Director and/or the City of Omaha Employee Newsletter Editor who shall inform the organization of what electronic copy is needed or how many copies of the printed material to furnish.

B. Non-Profit Organizations

Advertisements for events, goods, and/or services provided by non-profit organizations should be sent to the City of Omaha Human Resources Department. Advertisements will be reviewed on a case-by-case basis by the Human Resources Department and/or

the Law Department to determine whether the event, goods, and/or services provide a direct, substantial benefit to employees. Such advertisements determined to be of general interest to City of Omaha employees will be published on a space-available basis.

Nothing in this policy prohibits City employees from accepting discounts so long as the employee does not violate the Executive Order regarding Accepting Gratuities.