

**EXECUTIVE ORDER NO. S-32-16
AMENDED**

SEVERE WEATHER POLICY

PURPOSE:

The safety of City of Omaha employees and the efficient management of City government requires that employees be permitted to leave work or be told not to report to work during certain periods of severe weather.

POLICY AND PROCEDURES:

The department director in each department shall determine and maintain a list of employees who are identified as "designated personnel" and who are expected to report to work during or after severe weather events. The department director shall inform all employees of the "designated personnel" or "non-designated personnel" status. (In some cases, "designated or non-designated" status for employees may vary depending upon the work to be accomplished by the department that work day.) A copy of the "designated personnel" lists shall be provided to the Mayor's Office and to the Human Resources Director by each department director.

If severe weather occurs during a regular workday and the building in which the employee works remains open, the Mayor will advise all department directors that all "non-designated personnel" may leave work early. The employees must choose to use either annual leave, compensatory time, or leave without pay for any hours not worked.

If severe weather occurs before a regular workday and the building in which the employee works remains open, the Mayor will advise all directors that all "non-designated personnel" are not expected to report to work. Personnel not designated to report may report to work to assist with providing necessary public services if they so choose. If the employee does not report to work, he/she must choose to use either annual leave, compensatory time, or leave without pay for any hours not worked.

If the building in which an employee works is officially closed, employees at that work location should not report to work. These employees must choose to use annual leave, compensatory time, leave without pay, or sick leave for the hours not worked.

The news media and City email shall be used to inform employees in cases.

BY THE POWER VESTED IN ME AS MAYOR BY SECTION 3.04 OF THE HOME RULE CHARTER OF THE CITY OF OMAHA, 1956, AS AMENDED, I HEREBY PROCLAIM THIS TO BE THE EXECUTIVE ORDER ESTABLISHING AND GOVERNING THE SEVERE WEATHER POLICY.

WITNESS my hand as Mayor of the City of Omaha this 8th day of Feb., 2016.

A handwritten signature in cursive script, reading "Jean Stothert". The signature is written in black ink and is positioned above a horizontal line.

Jean Stothert, Mayor
City of Omaha