

CITY PERSONNEL POLICY
EMPLOYEE BLOOD DONATIONS

Policy # 9-00

Approved by Personnel Board: 8/26/99

Michele Frost, Personnel Director

Approved by City Council: 4/4/00

Council President Paul Koneck

Pursuant to the Omaha Municipal Code, Section 23-65, the following is declared to be the policy of the City of Omaha. Please check the City's e-mail system in the Public Folders under Personnel Department for the latest amendments to this policy.

It is the policy of the City of Omaha to encourage all of our employees to donate blood or platelets ("blood") to the American Red Cross. To facilitate this policy, the following shall apply to all City employees.

Any City employee may, during his/her regularly scheduled work shift and without loss of pay, donate blood to the American Red Cross subject to the following conditions:

1. Blood donation site nearest to employee's work site must be utilized.
2. Employee may utilize this provision only for the actual time spent donating blood and traveling to and from blood donation site up to a maximum of two (2) hours per donation.
3. Employee may donate blood on City time a maximum of once every two months.
4. All such donation times must be approved by the employee's supervisor in advance.
5. In no event shall any employee be allowed to donate blood on City time when such employee is paid any money for such donations.