

Dear Colleagues,

Throughout the COVID-19 public health emergency, the City must continue to perform our critical functions that our residents and businesses rely on. That's why we have activated our Continuity of Operations Plan (COOP). It identifies which City functions can be maintained to the extent it is possible to do so safely, as well as which functions could be reduced or suspended. As part of the COOP, some City employees may need to temporarily take on different roles to ensure our critical services continue.

To continue our operations, managers will begin posting their staffing needs and availability to an online platform. This will ensure we can quickly and easily identify and meet priority staffing needs as determined by the COOP. Not everyone will be impacted by this work, but we are asking everyone to support this effort as needed. If you are available to be reassigned, your manager will discuss this with you before posting your availability, and SDHR will provide notice to union partners before you begin. If you are temporarily reassigned to support the COOP, your HR Business Partner will support your transition throughout the process. To help answer some of your initial questions, attached is an employee FAQ.

This new way of working will require all of us to be flexible and adaptable, for which I thank you in this time of community need. If you have additional questions about redeployment or other COVID-19 workplace matters, reach out to your HR group anytime. We are here for you.

Sincerely,

Bobby

Bobby Humes  
Director, Human Resources Department