

Subject: Extension of COVID-19 personnel policies

The following email has been approved for Citywide Broadcast by the Mayor's Office

Point of contact for this broadcast: shr_info@seattle.gov

Dear colleagues,

Amidst the challenges that our City and nation are facing, know that we are one City family. We are all in this period of reflection and response together, during which employee health and safety are our priority.

Mayor Durkan has issued an Executive Order and Mayoral Directive to extend many of the measures that have been introduced since the start of the COVID-19 public health emergency, including the continued closure of public-facing service counters and certain City facilities. As part of the directive, City personnel policies related to facility closures, high risk populations, and Alternative Work Agreements/telework are also extended. Specifically:

- Employee Compensation Rules that enable employees to be compensated if a facility is closed due to COVID-19 and employees are released from work. When possible, the department will encourage employees to telework or reschedule work or relocate employees so they may make up missed work time within the appropriate work week.
- Employee Compensation Rules that enable employees performing non-mission critical functions (defined as Priority 3 or 4 in the Continuity of Operations Plan) to telework when applicable and subject to supervisory approval, be reassigned, or be compensated if they are unable to telework or be reassigned or brought back to work.
- Employee Compensation Rules that enable employees who are high risk to telework where possible, be reassigned by department directors if there is available work that can be performed in a work environment recommended by the Washington State Department of Health and Public Health – Seattle & King County, or be compensated if they are unable to telework or be reassigned or brought back to work.
- The City's [Telework Guidance](#) as broadcast in a recent message from Mayor Durkan. Over the summer, all employees who are approved by their supervisor to telework should continue to telework. Some employees will return to their worksite as operational needs require. Managers will continue to be as accommodating as possible in allowing for employees to continue to telework.

A number of City activations and protocols are also extended until further notice, including:

- The departments' Continuity of Operations Plans (COOPs), which identify the essential services to be provided during the COVID-19 pandemic.
- [Protocols for workplace cleaning and disinfecting](#).
- [Employee parking arrangements](#).
- [Use of protective face coverings](#) by City employees and visitors to City facilities.

With these policy and procedural updates shared, I want to take time to acknowledge that I have heard many of you share your pain and frustration in this heavy time. We are listening to you. Our intention is to create space to keep listening and shape a more equitable path forward together. The burden that you may feel is not yours to carry alone. We are all in this together.

Take care of yourself and your community. We are your City family and we are always here for you.

Bobby

Bobby Humes
Director
Seattle Department of Human Resources