

# City of Memphis Temporary Facility Closure Guidance FAQ

## For City of Memphis Employees

*This document will be updated periodically as new information and guidance emerges.  
Updated March 21, 2020*

### **What is reassignment?**

Based on an employee's skillset and the City's operational needs, the City may deploy employees to provide support for City or community-wide operations at alternative worksites or assign other duties as needed.

### **What is a reassignment pool?**

All employees impacted by a facility closure will be assigned to a reassignment pool during the closure period if they are not selected for telecommuting. This is separate and apart from normal divisional reassignment and out of class procedures.

Employees within the reassignment pool may be contacted by the Chief of Human Resources or her designee by certified mail to the address of record, email and/or phone during the closure period when a reassignment opportunity becomes available. It is the responsibility of the individual to maintain a current address and telephone number within [Oracle self-service](#). It is also the responsibility of the division to have an updated contact list of all employees including work and personal cell phone numbers, email and home address.

The employee must accept the reassignment, unless they are on leave (i.e. approved paid or unpaid) or have indicated a need for medical leave. The employee will be given the assignment and a reasonable time to report to work or complete the assignment. Failure to show up or complete the assignment will lead to disciplinary action up to and including termination.

While being assigned to the reassignment pool an employee's salary will be compensated at their current wage rate, until the facility closure is revoked.

### **What is telecommuting?**

Is a work arrangement that allows an employee to fulfill his/her primary job responsibility at a location other than his/her work site, such as at home.

### **How does telecommuting work?**

Division Directors select which employees are eligible for telecommuting arrangements based on business-critical operation continuity and role feasibility.

A position deemed eligible for telecommuting should be one that requires minimum supervision or face-to-face contact, and is business-critical as determined by the Division Director. For those telecommuting, an employee's salary will be compensated at their current wage rate, until the facility closure is revoked. Telecommuting can be discontinued at anytime.

### **Can I still take leave?**

Yes, our temporary travel and leave policy is still in effect (PM46-04). If an employee needs to take leave rather than be reassigned or telecommute, he or she can use normal leave notification procedures.

### **What is mandatory leave of absence?**

Temporary but mandatory suspension of work for all or certain employees based on the special needs of a company or employer, which may be due to a health crisis.