

## **City of Memphis**

### **COVID-19 Part-Time Employee FAQs**

Please note – this document will be updated periodically as new information and guidance emerges.

*Updated October 5, 2021*

#### **Section IV. Reassignment Pool**

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?**

1. All employees impacted by a facility closure will be assigned to a reassignment pool during the closure period if they are not eligible for telecommuting. This is separate and apart from normal divisional reassignment and out of class procedures.
2. 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 by 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.
3. 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.
4. Failure to show up or complete the assignment will lead to disciplinary action up to and including termination.
5. While being assigned to the reassignment pool an employee's salary will be compensated based on the part-time employees' monthly average of hours worked before the facility closure and at 100% of the current wage rate, until the facility closure is revoked.

**NOTE:** If you have any questions regarding the following policy or procedures please email [memphishr@memphistn.gov](mailto:memphishr@memphistn.gov).