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CITY OF ATLANTA

DEPARTMENT OF HUMAN RESOURCES

QUARTERLY REPORT

APRIL 29, 2019

PRESENTED BY
INTERIM COMMISSIONER JEFFREY B. NORMAN



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VISION

One DHR working to manifest the **realization** of the Mayor's Strategic Vision of a **World-Class Workforce** who meets business needs in an efficient and timely manner, while providing excellent customer service to One Atlanta.





OVERVIEW

- ❑ Coronavirus Disease 2019 (COVID-19) Pandemic Response
 - ❑ Public Closure of City Facilities
 - ❑ Telework Deployment
 - ❑ Mission-Critical Employees
 - ❑ Hazard Pay and Hazard Pay Compensatory Time
 - ❑ Families First Coronavirus Response Act (FFCRA)
 - ❑ Vacancy Review Board
 - ❑ Employee Benefits
- ❑ Quarterly Highlights
- ❑ Quarterly Statistics



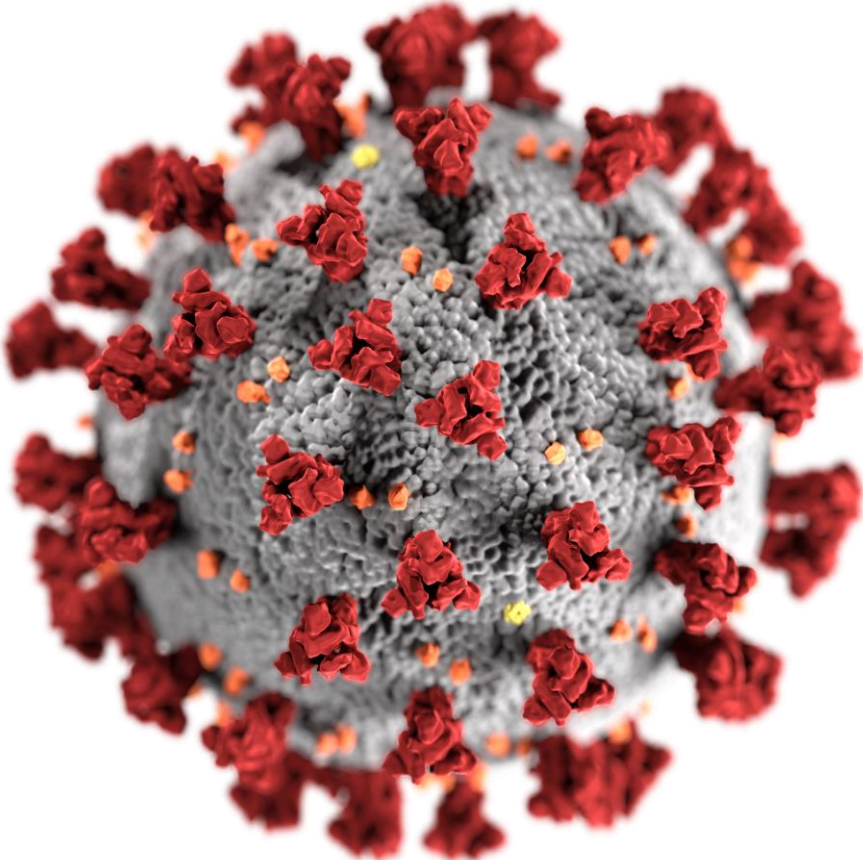


CORONAVIRUS DISEASE 2019 (COVID-19) PANDEMIC RESPONSE

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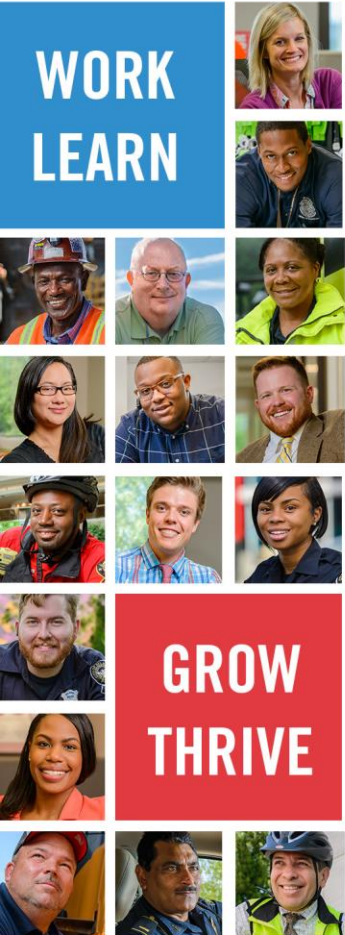
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OBJECTIVE

The City of Atlanta (COA) is working to ensure that all appropriate measures are taken to minimize the impact of the SARS-CoV-2 virus and the disease it causes, named “coronavirus disease 2019” (COVID-19). COA employees are continuously provided with **up-to-date reliable pandemic information, best workplace safety practices and precautions**, as well as other **public health advisories** from state and local health departments, emergency management agencies and the Centers for Disease Control (CDC).





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City of Atlanta Department of Human Resources FAQs

Updated: April 20, 2020

COVID-19, Public Closure, Employee Designations, Telework, Hazard Pay, Computer Availability, Families First Coronavirus Response Act, Employee Assistance Program, Recruitment and Onboarding, Insurance Coverage, Health Screening, Leave Policies, Travel, Customer Interaction

PURPOSE:

The City of Atlanta (COA) is working to ensure that all appropriate measures are taken to minimize the impact of the SARS-CoV-2 virus and the disease it causes, named "coronavirus disease 2019" (COVID-19). COA employees will be provided with up-to-date reliable pandemic information, best workplace safety practices and precautions, as well as other public health advisories from state and local health departments, emergency management agencies and the Centers for Disease Control (CDC).

Below is a list of commonly asked questions and answers as it relates to the COA's current operating stance.

Please note the following list has updated information with new questions and answers highlighted in yellow.

Is the City of Atlanta open for business?

In an effort to slow the spread of Coronavirus (COVID-19), all City facilities, including City Hall and Municipal Court, are closed to the general public until further notice.

As we continue to focus on slowing the spread of COVID-19, the health and safety of our employees and the public is our number one priority.

Do employees have to report to work during this public closure period?

In order to ensure that the City's mission-critical services remain operational, employees serving in mission-critical roles, as designated by your department, are expected to continue to physically report to work as scheduled unless otherwise notified by your supervisor.

All other non-essential and essential employees who have been designated as telework eligible by your department are directed to participate in the City's mandatory full telework deployment during this public closure period.

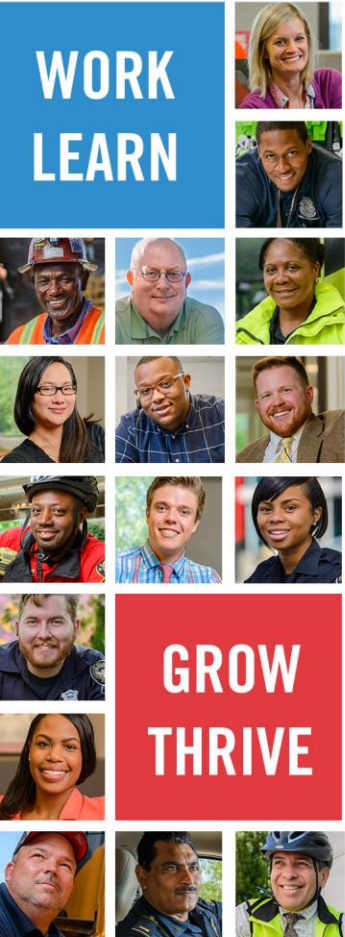
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- DHR Citywide Emails
- City Intranet
- Supervisor Handouts



PUBLIC CLOSURE OF CITY FACILITIES

- In an effort to slow the spread of COVID-19, all City facilities, including City Hall and Municipal Court, are closed to the general public until further notice.
- As we continue to focus on slowing the spread of COVID-19, the health and safety of our employees and the public remains our number one priority.

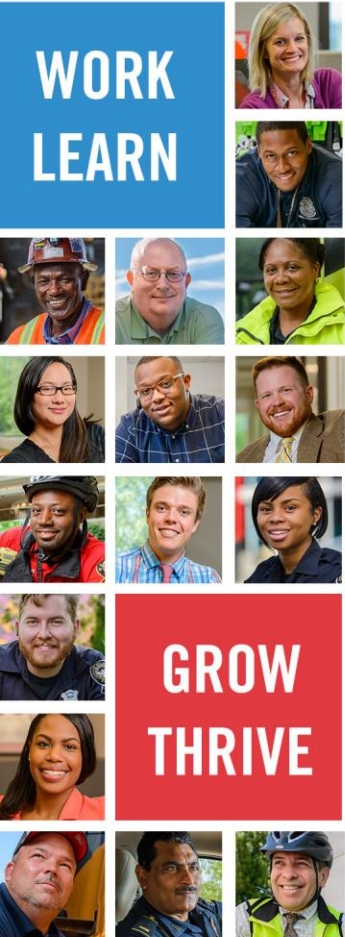




TELEWORK DEPLOYMENT

In order to ensure that the City's mission-critical services remain operational, employees serving in mission-critical roles continue to physically report to work and perform their job duties on a daily basis.

All other non-essential and essential employees have been designated as telework eligible and directed to participate in the City's mandatory full telework deployment during this public closure period.





MISSION-CRITICAL EMPLOYEES

For purposes of the COVID-19 pandemic, **mission-critical services** are functions which will result in the inability of the City to fulfill its core mission to **promote the safety, health, peace, and general welfare** of its inhabitants if not provided.

Mission-critical services are typically performed by specialized staff who are involved in or support the following functions during an emergency event (non-exhaustive list):

- Public Safety
- Water, Wastewater and Watershed Protection Operations
- Sanitation and Transportation
- Aviation Operations
- Permits and Inspections
- Regulatory Compliance Driven Functions
- Parks & Recreation Welfare and Safety Operations





HAZARD PAY AND HAZARD PAY COMPENSATORY TIME

All eligible front-line employees designated as essential mission-critical employees receive:

- Five Hundred Dollars (**\$500**) per month
- Compensatory time at the rate of **6 days** per pay period

Effective March 11, 2020 through June 30, 2020.



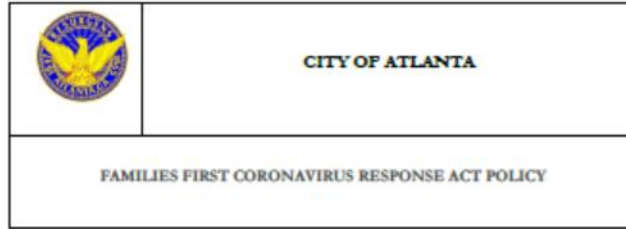


FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)

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Effective Date: April 1, 2020 - December 31, 2020

Objective

To comply with the Families First Coronavirus Response Act and to assist employees affected by the COVID-19 outbreak with job-protected leave and emergency paid sick leave. This policy will be in effect from April 1, 2020, until December 31, 2020. Our existing FMLA leave policy still applies to all other eligible reasons for leave outside of this policy.

Section A. Emergency Paid Sick Leave

1. Eligibility

All full and part-time employees unable to work (or telework) due to one of the following reasons for leave:

- a. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
- b. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- c. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- d. The employee is caring for an individual who is subject to either number 1 or 2 above.
- e. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
- f. The employee is experiencing any other substantially similar condition specified by the secretary of health and human services in consultation with the secretary of the treasury and the secretary of labor.

Provides Employees:

Paid Sick Leave

Expanded Family and Medical Leave Act (FMLA) Qualifying Events



VACANCY REVIEW BOARD

As we continue to respond to the COVID-19 pandemic, we are continually adapting to the ever-changing landscape and priorities required to ensure we maintain optimal efficiency in providing mission-critical services to the public. As we continue to evolve our operations during this pandemic period, it is important that we be forward thinking in our personnel decisions and take reasonable steps to protect our financial future. With this goal in mind, the Vacancy Review Board process to obtain authorization to fill vacant positions will be modified as identified below:

- Mission-critical positions will be the only positions eligible for hire**
- Supervisor positions will only be eligible for backfill with internal candidates appointed on an interim basis
- Non mission-critical hires will be paused until further notice

Exceptions to this policy will only be considered, based on demonstrated operational needs, with prior approval obtained from the Chief Operating Officer.





EMPLOYEE BENEFITS

Medical insurance carriers are waving all costs associated with COVID 19 Testing and office visits

CARES Act Administrative Provisions have been put in place with VOYA Financial as it relates to COA Defined Contribution Plan and 457 Deferred Compensation Plan

- Defined Contribution Plan Participants now are able to defer loan payments for up to 12 months for existing DC Plan loans and any COVID 19 related loans that are taken out between March 27 2020 and September 2020. DC Plan currently has three (3) loan provisions – two (2) general purpose loans and one(1) residential loan
- 457 Deferred Compensation Plan Participants may now qualify for the COVID 19 Hardship Withdrawal that will allow them to receive up to 100% of vested funds or up to \$100,000. Plan Administrator – VOYA and Prudential will be responsible for administering the withdrawal and requiring all participants to meet the administrative requirements of the law (attestation on need and be responsible for all applicable taxes associated with the withdrawal)





QUARTERLY HIGHLIGHTS

Implementation of the **Day 1 Benefits Eligibility** for all new hires effective January 1, 2020. Approximately 200 new hires elected to participate in the City's benefits for the months of January and February 2020.

Completed Citywide Heart Health Month Activities in conjunction with Chief Health Officer.

Worked with Finance in the completion of legislation that will change the Defined Contribution Plan and 457 Deferred Compensation Plan Administration from VOYA to Prudential Financial Services.





QUARTERLY HIGHLIGHTS (continued)

Filled critical Department of Aviation Maintenance vacancies

Partnered with 2nd Chance Programs (WellSpring Living, PAT3, Georgia Works, etc.) to provide equitable access to employment opportunities with the City of Atlanta)

Facilitated a virtual Job Readiness Workshop to educate constituents on:

- Understanding the City's hiring process
- How to determine if the position is the right fit for your skills and abilities
- Recruiters shared insight on the hiring process
- Information about resume writing and interview tips
- Gain insight on how to review the list of the City's positions, and license requirements for those positions.





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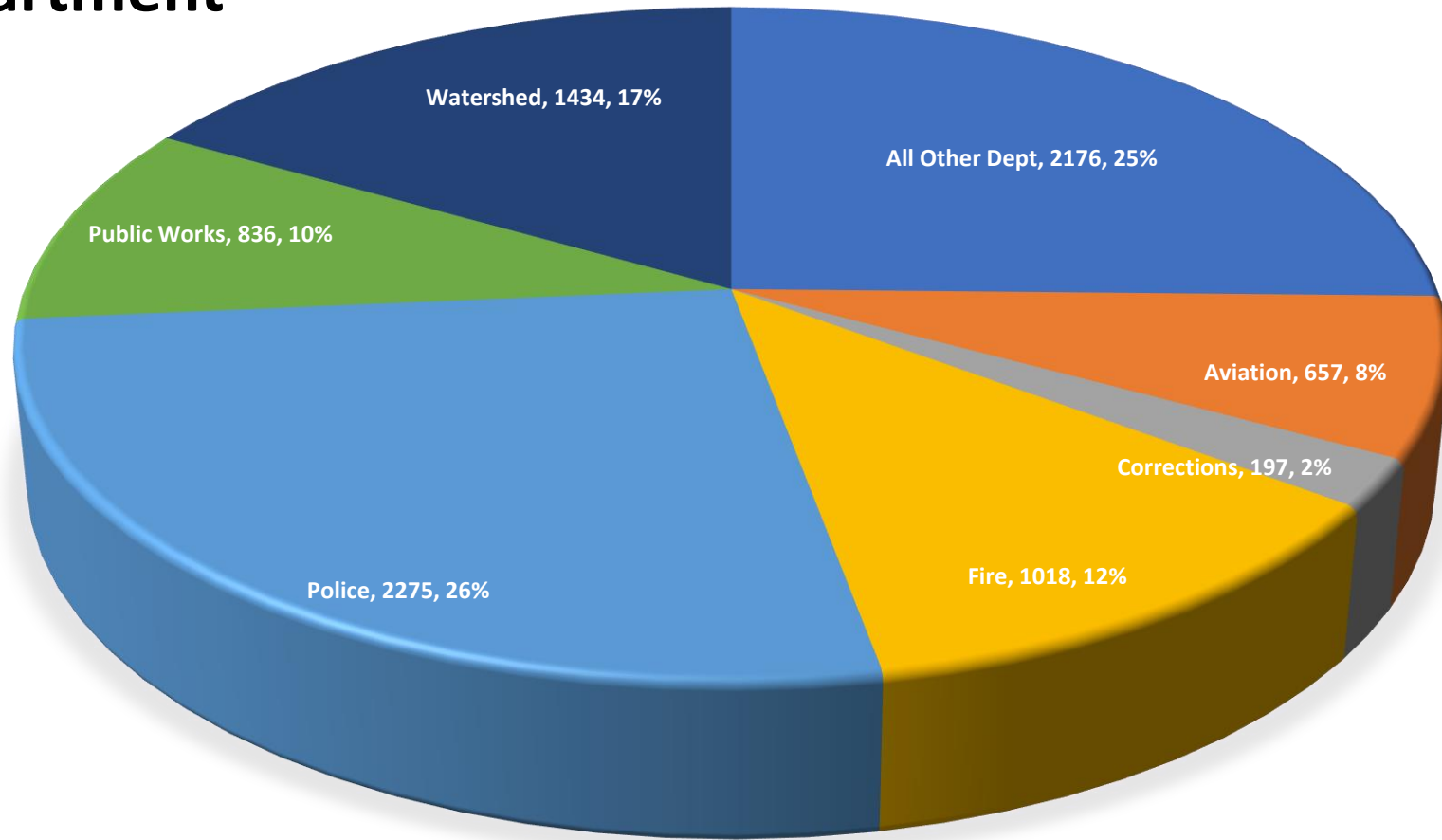


QUARTERLY STATISTICS



HEADCOUNT AS OF APRIL 27, 2020

By Department



TOTAL 8593





ALL OTHER DEPARTMENTS

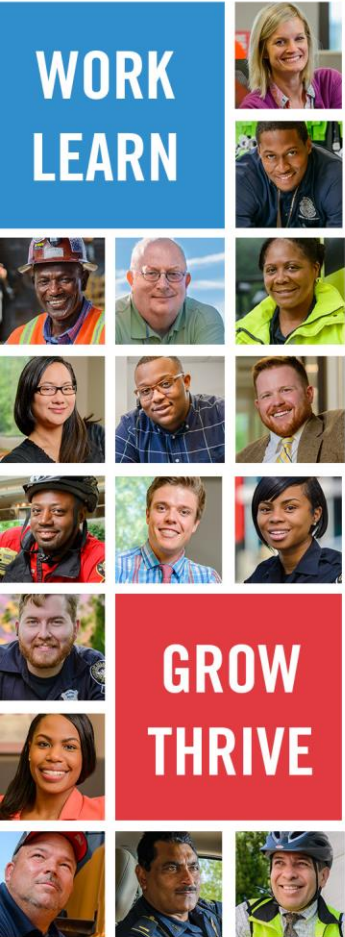
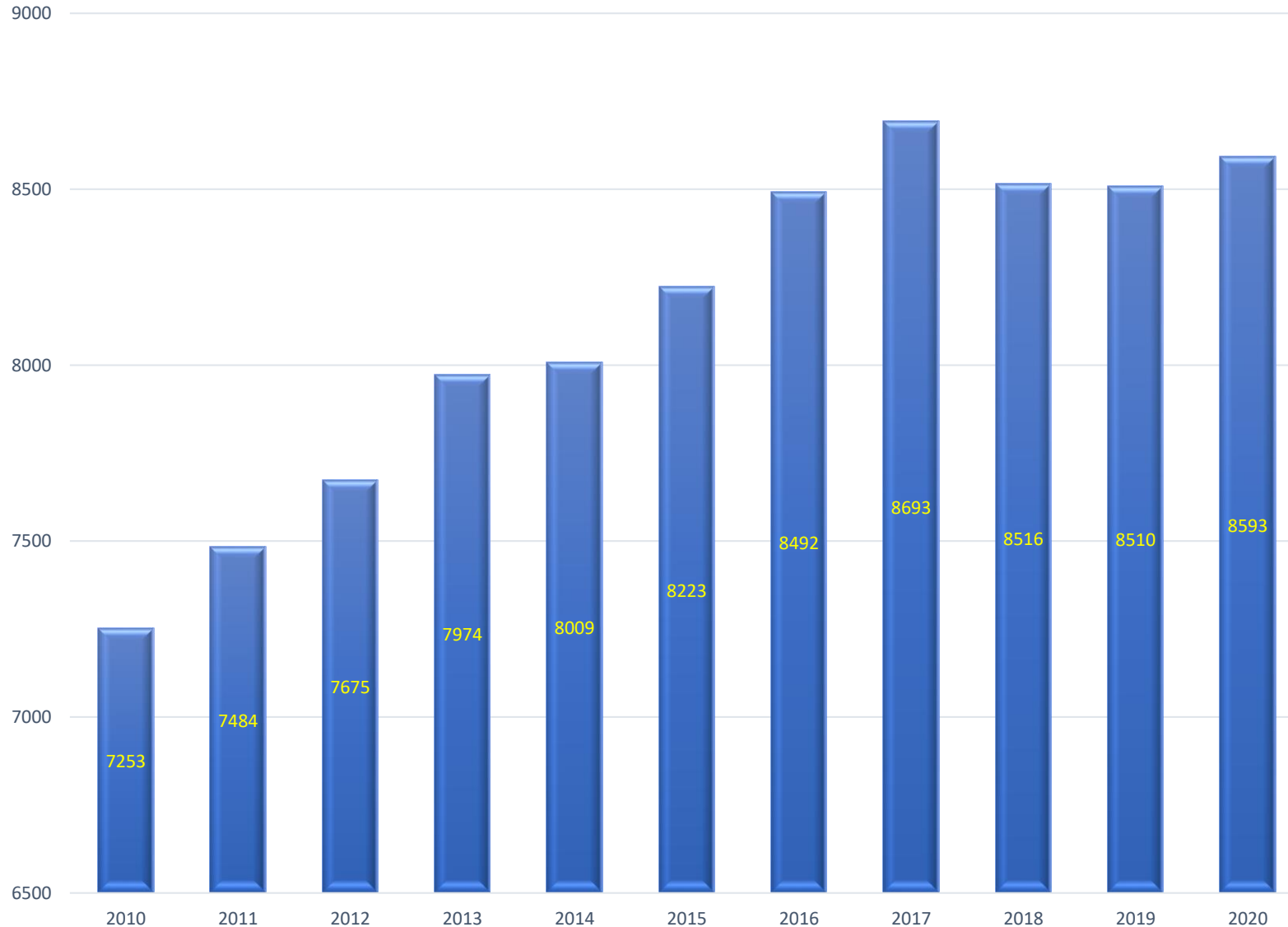
By Count



All Other Depts	
Division	Total
AIM	135
AUD	18
CCN	100
CRB	9
DCP	246
DCS	102
DHR	121
DOF	154
DOP	59
EAM	107
ETH	8
EXE	253
JDA	142
LAW	93
PDA	40
PRC	507
SOL	82
Grand Total	2176

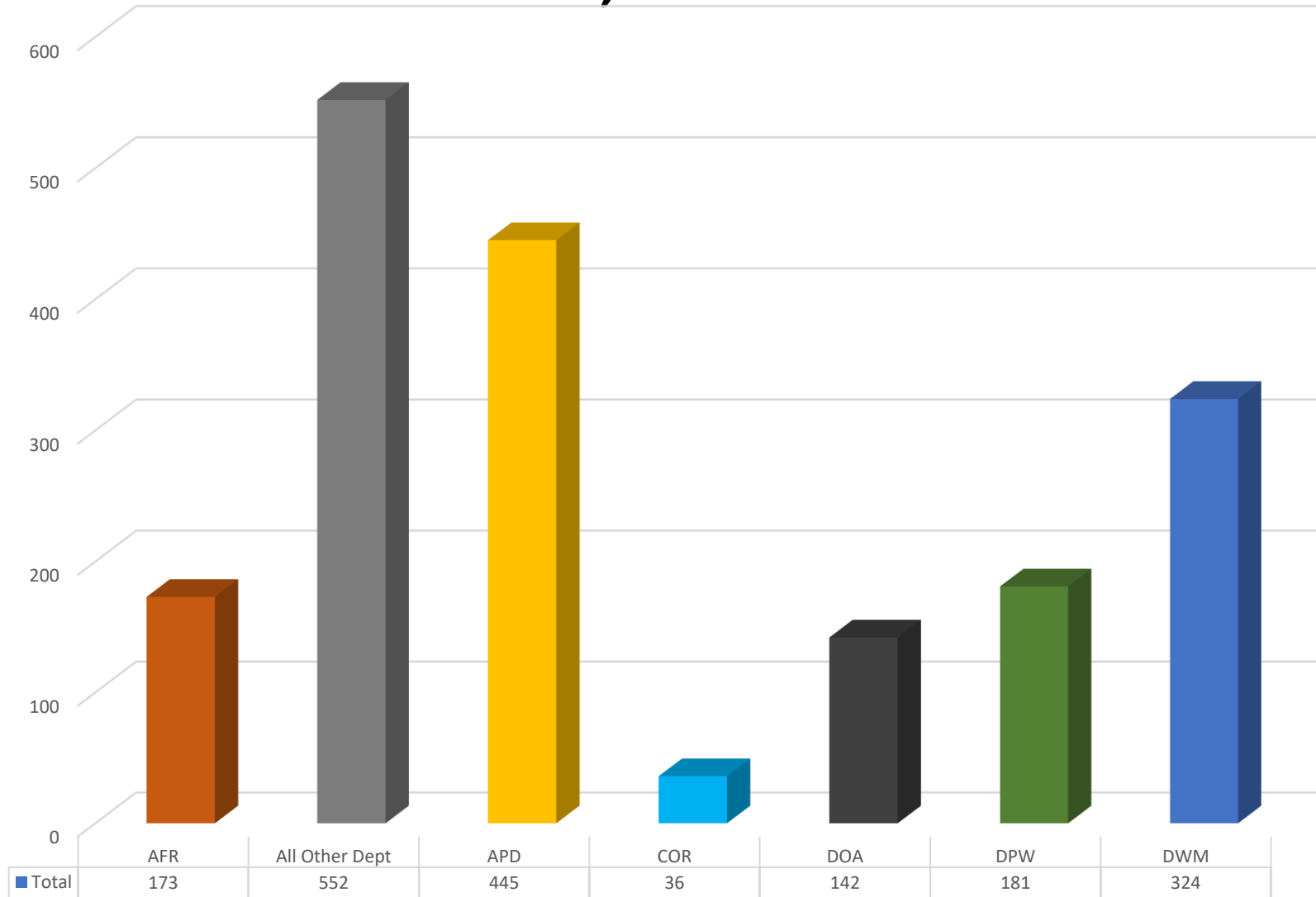


HEADCOUNT TOTALS (10 YEARS)





VACANCIES AS OF APRIL 27, 2020



Total Vacancies 1853

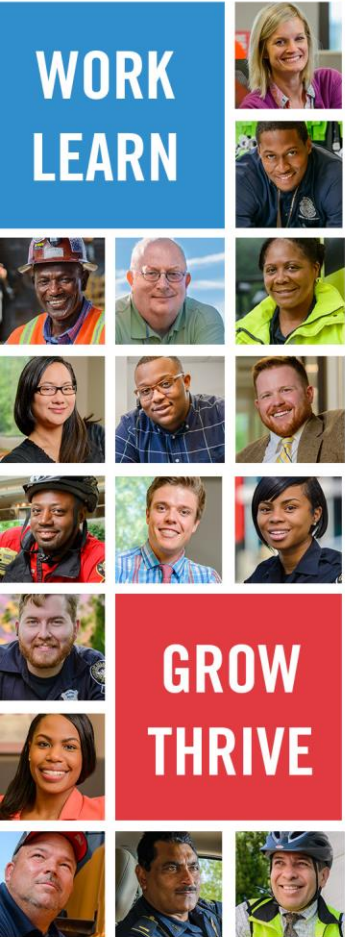
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OTHER DEPARTMENTS

By Count

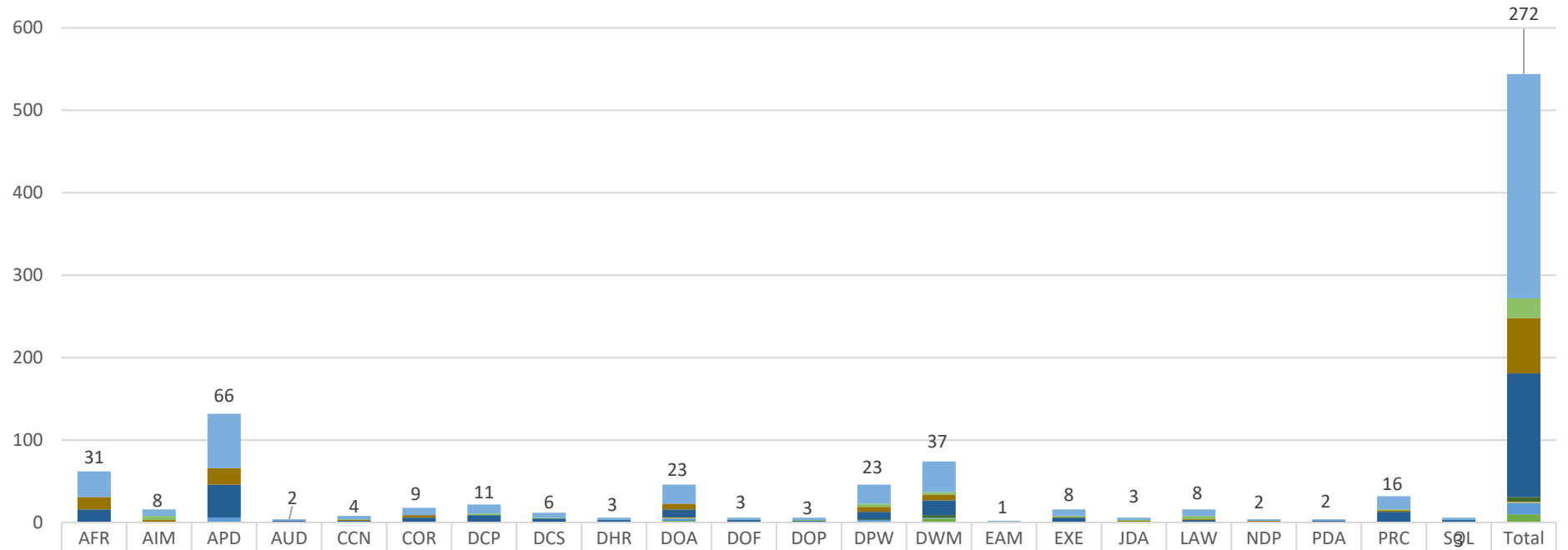


Division	Total
AIM	28
AUD	2
CCN	4
DCP	73
DCS	17
DHR	34
DOF	26
DOP	27
EAM	30
ETH	4
EXE	83
JDA	41
LAW	26
PDA	7
PRC	143
SOL	7
Grand Total	552



TERMINATIONS (January 1, 2020 – April 27, 2020)

COA Terminations 3rd Quarter 2020
By Department and Reason Code



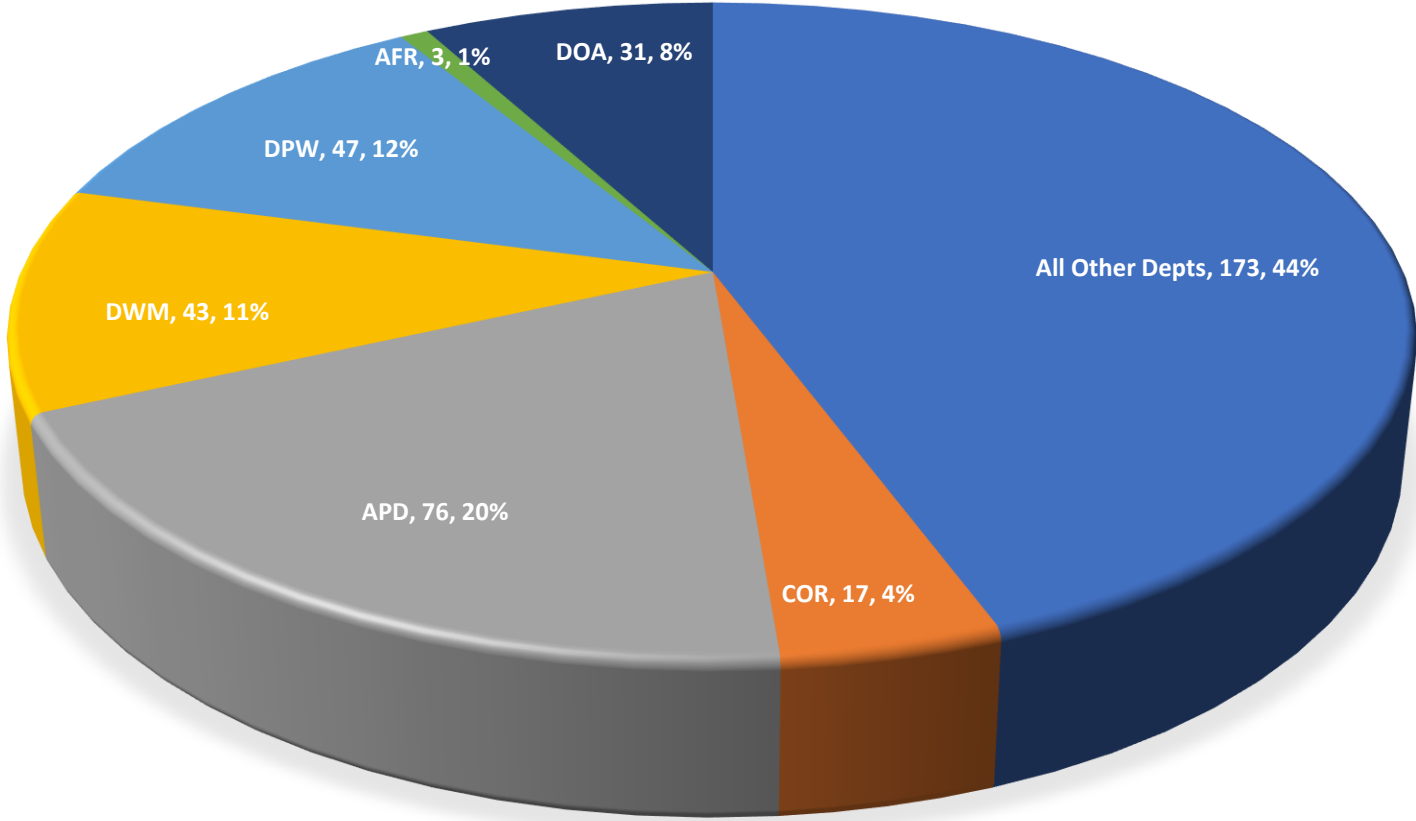
	AFR	AIM	APD	AUD	CCN	COR	DCP	DCS	DHR	DOA	DOF	DOP	DPW	DWM	EAM	EXE	JDA	LAW	NDP	PDA	PRC	S@L	Total
Grand Total	31	8	66	2	4	9	11	6	3	23	3	3	23	37	1	8	3	8	2	2	16	3	272
Termination		5			1		2	1				1	4	3		1	1	4			1		24
Retirement	15	2	20		1	3				7			6	7		1	1	1	1		2		67
Resignation	15	1	40	2	2	5	8	5	3	10	2	2	9	18	1	6		3	1	2	12	3	150
End of Term							1						1	3							1		6
End of Assignment										1													1
Dismissed	1		5			1				3	1		2	1									14
Deceased			1							2			1	5			1						10

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HIRES/REHIRES (January 2020 – April 2020)



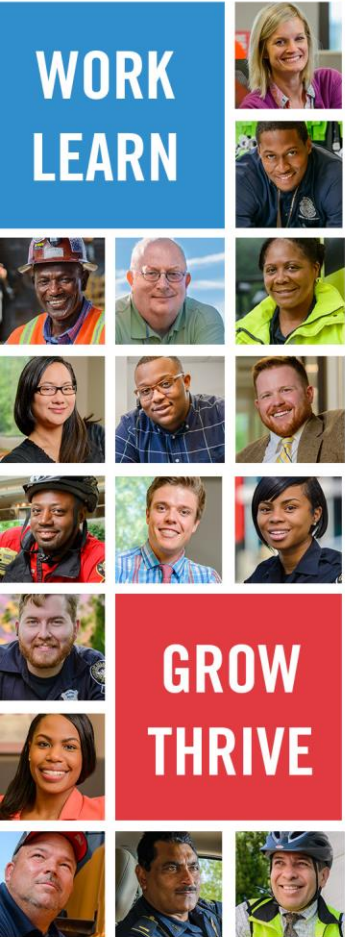
Total 390





OTHER DEPARTMENTS

By Count

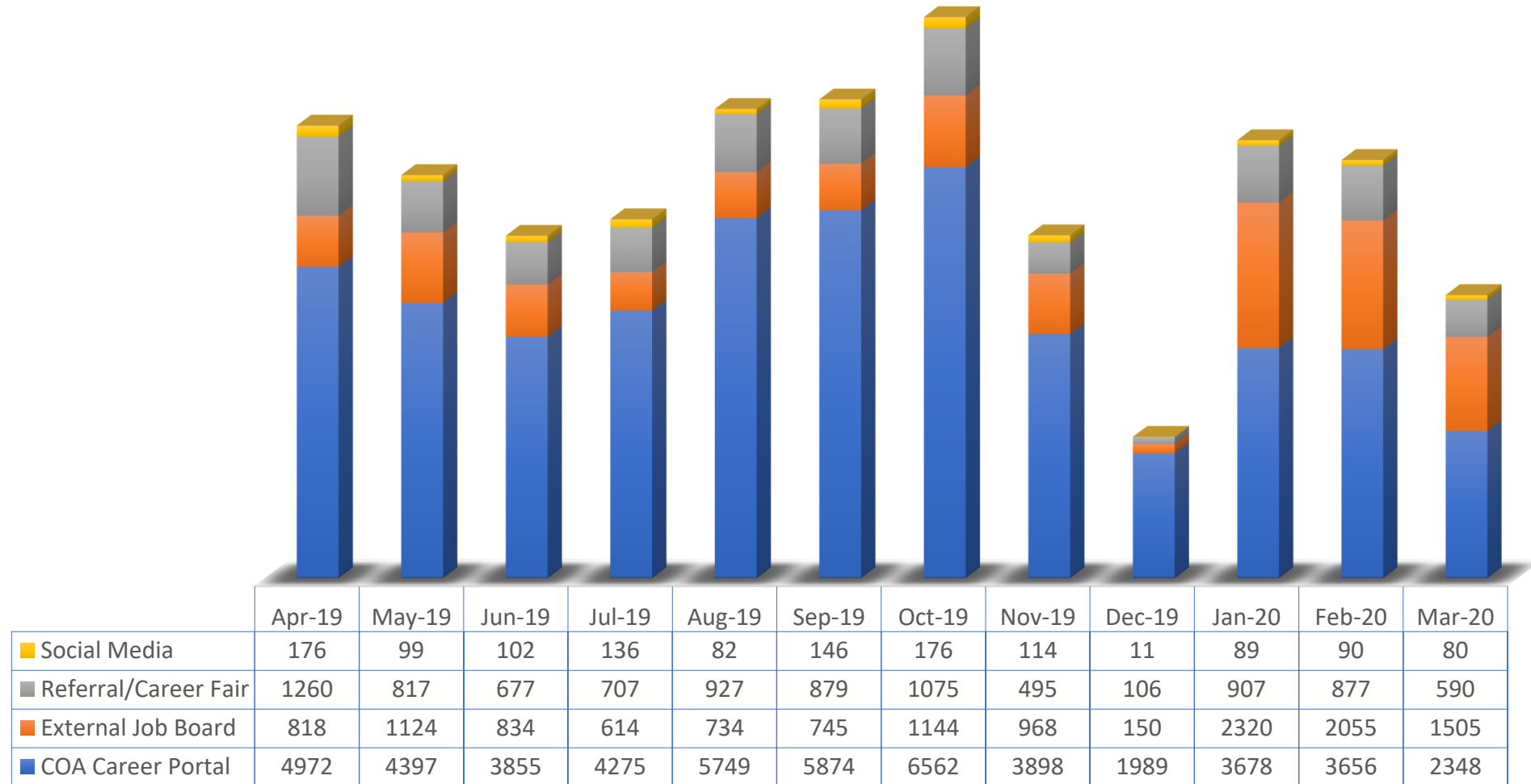


Division	Total
AIM	7
AUD	1
CCN	6
DCP	15
DCS	2
DHR	4
DOF	14
DOP	4
EAM	1
EXE	14
JDA	2
LAW	16
PDA	4
PRC	77
SOL	6
Grand Total	173



TALENT ACQUISITION (April 1, 2019 – March 31, 2020)

By Month/Source





STRATEGIC PRIORITIES



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QUESTIONS?

