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# CITY OF ATLANTA

## DEPARTMENT OF HUMAN RESOURCES

### QUARTERLY REPORT

**AUGUST 12, 2020**

PRESENTED BY  
INTERIM COMMISSIONER JEFFREY B. NORMAN



## 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
  - ❑ Citywide Communications
  - ❑ Telework Deployment
  - ❑ Public Closure of City Facilities
  - ❑ Mission-Critical Employees
  - ❑ Hazard Pay and Hazard Pay Compensatory Time
  - ❑ COVID-19 Employee Testing
- ❑ Departmental Highlights

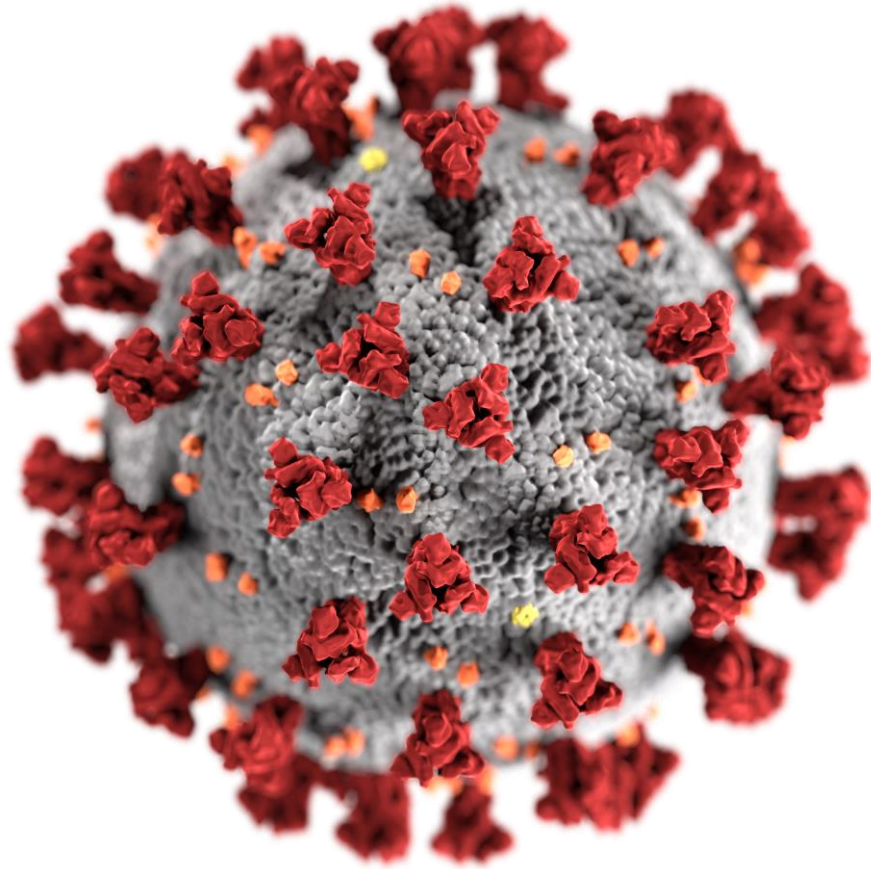




# CORONAVIRUS DISEASE 2019 (COVID-19) PANDEMIC RESPONSE

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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).





# CITYWIDE COMMUNICATIONS



 **City of Atlanta** Updated: April 20, 2020  
**Department of Human Resources FAQs**

**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



## 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.





## 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.
- Non-mission critical employees who are teleworking are directed to refrain from physically reporting to any city facility, unless they are directed in writing by their department head to physically report on an ad hoc basis for mission critical tasks that cannot be performed remotely.
- 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.







## 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



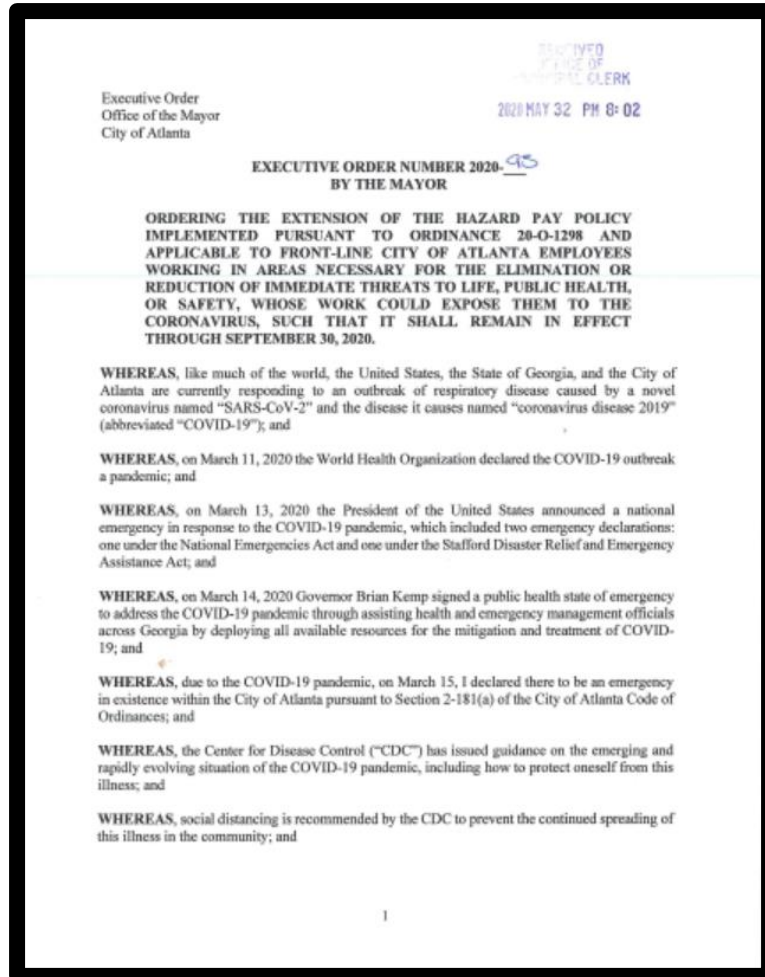


# HAZARD PAY AND HAZARD PAY COMPENSATORY TIME

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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 September 30, 2020.



## COVID-19 EMPLOYEE TESTING

- Established a direct testing program managed by the City through HealthStat to expand mission-critical employees' access to testing services and linking them to care through the City of Atlanta Wellness Center.
- In coordination with the guidance provided by the Georgia Department of Public Health (DPH) the City has provided mission-critical employees with the opportunity to obtain free COVID-19 testing through the Fulton County Health Department and other local testing partners.
- Worked with our medical health care providers, Anthem Blue Cross Blue Shield of Georgia and Kaiser Permanente, to provide free testing through employees' primary care physicians.






# HIGHLIGHTS

- EAP Services through Tele-Mental Health Platform





For A Listing of Mental Health Resources Currently Available To All City of Atlanta Employees, Please See The Attached Information Or Visit

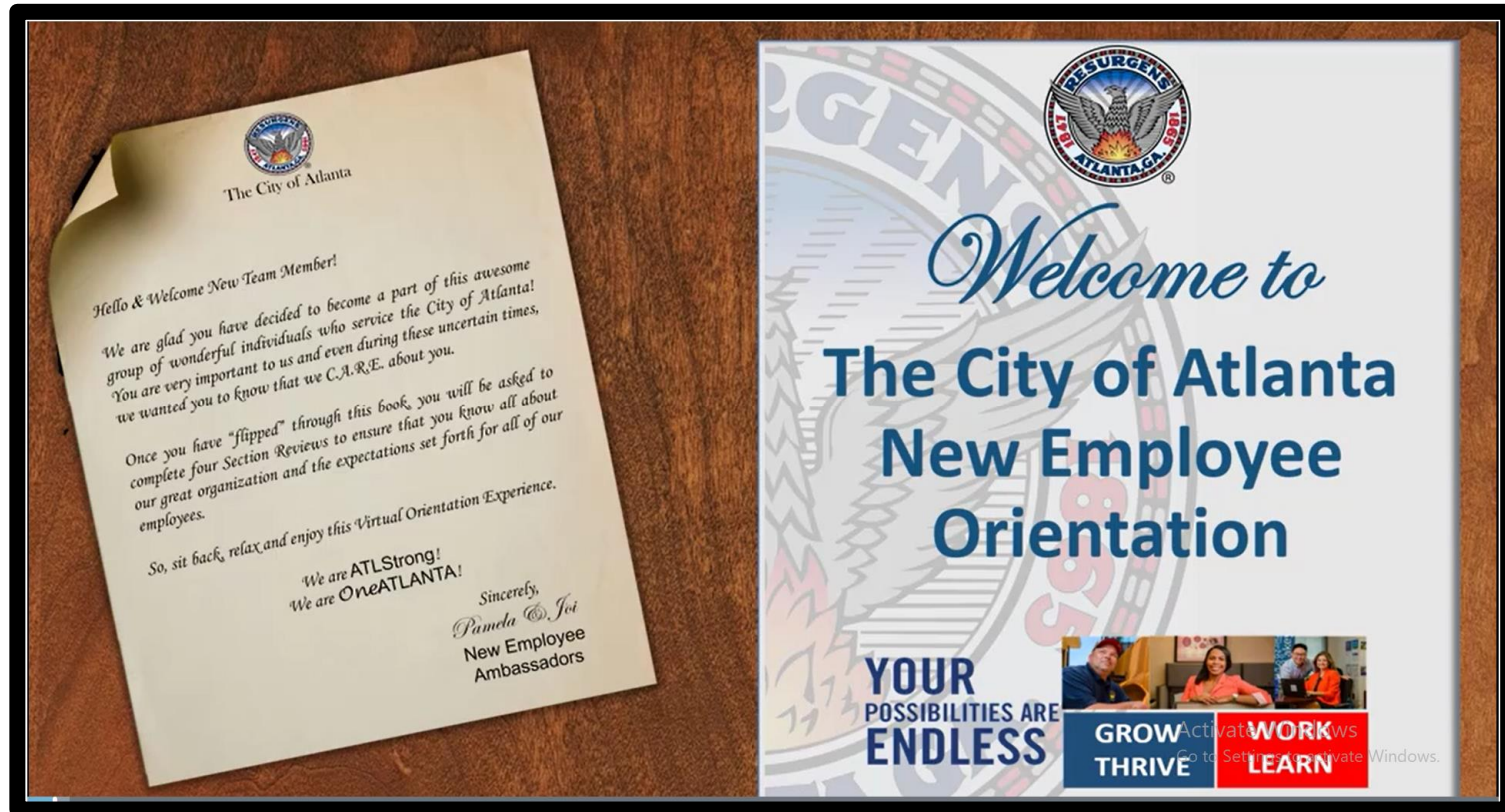
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## HIGHLIGHTS (continued)


- “The Virtual Experience” for New Employee Orientation





# HIGHLIGHTS (continued)

- Anti-Corruption and Anti-Bribery Policy

	<b>CITY OF ATLANTA</b> Department of Human Resources	Control ID	N/A
		Effective Date	June 1, 2020
		Revision Number	
		Revision Date	
<b>(HOBBS ACT)</b> <b>Anti-Corruption and Anti-Bribery Policy</b>		Approved By	Jeffrey Norman
		Department Policy Owner	Department of Human Resources

**1.0 INTRODUCTION**

1.1 The Atlanta City Council has resolved that the City of Atlanta (hereinafter the "City") government should formalize a policy on compliance with the Hobbs Act, 18 U.S.C. § 1951, which prohibits actual or attempted robbery or extortion, bribery affecting interstate or foreign commerce.

1.2 This Anti-Corruption and Anti-Bribery Policy (the "Policy") will supersede any other existing City of Atlanta policies relating to corruption or extortion and bribery.

**2.0 POLICY STATEMENT**

2.1 The City is committed to ensuring a climate of ethically and morally high standards are adhered to by its employees and elected officials. It is the City's policy to conduct its business in an honest and ethical manner. The City takes a zero-tolerance approach to corruption and bribery and requires employees and officials to act professionally, fairly and with integrity when conducting business on behalf of the City.

2.2 The City will not tolerate acts committed by city officials or employees which might reflect adversely upon its integrity and reputation. Consequently, elected officials, members of management and appointed officials found to be involved in corrupt activity may be disciplined and punished in accordance with federal and state laws.

**3.0 PURPOSE**

3.1 The purpose of this policy is to:

3.1.1 Set out the ethical guidelines for observing and upholding the City's position on corruption or extortion and bribery; and

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Pursuant to Ordinance 19-O-1073, the Department of Human Resources in collaboration with the Department of Law instituted the Anti-Corruption and Anti-Bribery Policy to ensure that all elected officials and employees of the City of Atlanta are aware of the Hobbs Act.





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# QUESTIONS?

