

## Madajczyk, Jill M.

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**From:** Madajczyk, Jill M.  
**Sent:** Monday, March 16, 2020 1:13 PM  
**To:** All Users  
**Subject:** Details on Teleworking for City of Birmingham Employees

Good afternoon,

As we continue to strive to provide our citizens with essential city services while still protecting the health and welfare of our employees, the City of Birmingham has determined that all city employees, except those who provide essential city services, will work from home beginning at 7 a.m., March 17, 2020. Essential city services are:

Most employees within the departments of Birmingham Fire & Rescue, Birmingham Police, Communications, Equipment Management, IMS, Municipal Court, PEP, Public Works and Transportation. Other employees, including but not limited to Department of Finance's payroll personnel, cashiers, accounts receivable, accounts payable, print shop; and Department of Human Resources' business systems analysts, benefits advisors and risk management, may be declared essential. Any other employee may be designated as providing essential city services by Chief of Staff Cedric Sparks or Chief of Operations Kevin Moore. Employees who provide on-call services may also be designated as essential.

If you do not work within one of these areas or you have not been specifically identified by your department director as an essential employee, beginning the morning of March 17, you are to begin working from home. **You will continue to receive pay during this period.**

To the extent possible, you are expected to work from home. You should receive work assignments from your supervisor. Whether you are teleworking or not, you are expected, even if you do not provide essential city services, to be available for work during your normal work hours. This means you must provide your supervisor with up-to-date contact information. If you fail to respond to a request from your supervisor in a timely fashion, you will be subject to discipline. Please remember to keep your cell phone ringer on and make sure the phone is charged.

For those employees who provide essential city services, we request you continue to follow the protocols relating to hand washing, keeping your work area sanitized and to stay home if you are sneezing, coughing, having difficulty in breathing and have a fever over 100.4 degrees. Additionally, we thank you for your continued dedication as a public servant.

As a reminder, we will still have a flu shot clinic on Wednesday, March 18 from 9:30 a.m. to 3 p.m. on the second floor of City Hall in Conference Room 215. Please bring your insurance card and employee ID card.



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