

From: [Neukirch, Ghida](#)
To: [All Users](#)
Cc: [Taub, Emily](#)
Subject: Next Phase of Staffing to be Implemented, effective 3/19/2020
Date: Tuesday, March 17, 2020 12:01:30 PM

Dear colleagues,

On behalf of our directors and supervisors, we extend our sincere gratitude for everyone's understanding during these trying times. In response to the COVID-19 pandemic, the health and safety of our employees, their loved ones and the community is of utmost importance, as we also continue to sustain operations as a municipal government. **In a continued effort to limit the effect of COVID-19 on employees and the community, effective Thursday, March 19, 2020 at the start of business, the next phase of our staffing plan will be implemented that will further suspend many City operations.** Administrative and support staff services will be provided on a limited basis to two days per week. Employees not scheduled or required to work by their supervisor will continue to be paid without the need to use benefit time. Critical and emergency services provided by police, fire and water plant operations will continue. We are focused on our core priority of public safety which includes the health and welfare of our employees and the community. Your Department Director or Supervisor will be in touch with you today or tomorrow to share the impact of these staffing changes on your division and department. HR Manager Taub will issue the updated Work Place Policy tomorrow.

We realize that this situation continues to be challenging for everyone involved, however we feel strongly this measure is needed to minimize the risk of spreading the virus.

I can't stress enough how fortunate I am to have the privilege of working with all of you, and I thank you again for your support and commitment to our organization and our community. Special thanks to our emergency responders for your day to day work and commitment.

Please reach out to your supervisor, department director, or human resources with any questions – we are all available to discuss any questions or concerns you may have. Above all, we want you to remain safe and healthy. Beyond regular communications from your supervisors, please sign up for the City's e-news to get up to date information we are communicating daily to the public, and check out our web site at www.cityhpil.com/covid-19 for information and community resources.

Please take care of yourself and your family, and be safe!

Respectfully,

Ghida S. Neukirch, CM
City Manager

 **City of Highland Park**

1707 St Johns Avenue
Highland Park, Illinois 60035

847.926.1000

gneukirch@cityhpil.com

