

**DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
ADMINISTRATION AND MANAGEMENT DIVISION
Human Resources Branch**

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March 19, 2020

SENT VIA ELECTRONIC MAIL ONLY

Rocco Paternoster
Association of California State Supervisors
3000 Advantage Way, Suite 210
Sacramento, CA 95834
rpaternoster@acss.org

Dear Mr. Paternoster:

In response to the emergent public health concerns surrounding the novel coronavirus (COVID-19), the Department of Housing & Community Development (HCD) has developed the attached temporary policies for emergency telework and flexible work hours.

While these temporary policies have been tailored to the operational needs of HCD and public health concerns, the Department recognizes the rapidly evolving nature of this emergency may necessitate swift future changes to how HCD employees work.

It is the Department's intent to ensure the mission critical functions and services we provide are maintained, consistent with public health needs arising from this emergency, while taking into consideration stay-at-home directives from state and local public health departments, and protecting the health of our employees during this crisis.

If you have questions or concerns, please contact April Partington, Personnel Operations Manager, at April.Partington@hcd.ca.gov.

Sincerely,

/S/ Tracy Bueghly

Tracy Bueghly, Chief
Human Resources Branch

Enclosures

cc: CalHR Labor Relations