



City of Dallas Family,

The COVID-19 situation is ever evolving. I'm extremely proud of how you have made the needed adjustments during this difficult time. As a City, we can only get through this together. It is my goal to continue to provide you accurate and timely information.

Right now, many of us are doing jobs or work we didn't expect three weeks ago. As I communicated last week, in the coming days, we may be requesting non-essential employees to help other essential departments who are working to advance the health and safety of our communities during this unprecedented moment in our history. Our goal is to keep City employees productive and in a paid status working towards our shared goals of serving our residents.

During this time, I want to remind you that staying healthy and safe is paramount and is most effective by practicing social distancing. Equally important, is the practice of ethical principles in our treatment of others. During this time, we as public servants must commit to be the example and continue to demonstrate our core ethical principles which are the foundation of our Values of Service:

- Empathy in our treatment and understanding of others
- Ethics in our decisions and actions
- Excellence by providing exceptional services to residents
- Equity in providing fair and impartial services to every resident so that outcomes improve for all

Let us continue to keep Ethics in the forefront of our minds and approach in our interactions with others as we develop alternative service solutions for our residents and departments.

Please see the attached **updated** COVID-19 FAQs that provide answers and pertinent information that you need to know relating to your current role as a City employee. Specifically, **questions 33-40** provide updated and additional information and clarification on leave scenarios. Also attached is the Families First Coronavirus Response Act FAQs which outline the final federal government legislation for the expanded Family and Medical Leave (FMLA) Public Health Emergency Leave and the Emergency Paid Sick Leave. Please do not hesitate to contact your direct supervisor if you have any questions regarding your specific status.

Our top priority is you and your family's safety and wellbeing, and we will continue to take appropriate measures to make sure you remain healthy. I encourage you to visit the City's webpage for the latest information and to sign up for updates.



## City of Dallas

Please also keep in mind we have a dedicated Human Resources Department microsite to provide you with ongoing information about COVID-19 including, FAQs, guidance, and points-of-contact, and to link you to resources developed for our residents – all in one place. Click here to access the page <https://dallascityhall.com/departments/humanresources/Pages/COVIDEMP.aspx>

There is no doubt that we'll be able to see our way through this and continue to serve our community. I am so grateful to have the best workforce in the country.

Dallas is a resilient city. When we work together, we can overcome anything – Together!

**In the Spirit of Excellence!!**

A handwritten signature in black ink, appearing to read 'T.C. Broadnax'.

T.C. Broadnax  
City Manager