



SEATTLE CITY COUNCIL  
**LEGISLATIVE DEPARTMENT**

March 6, 2020

Dear Legislative Department Colleagues:

First, thank you for your incredible dedication and thoughtfulness during these trying times. I've seen many of you go above and beyond to serve the public. We are in uncharted territory, and I can't think of a better team to work through this with, than you. In the interest of the safety and welfare of our employees and the public due to the spread of novel coronavirus (COVID-19), I have worked closely with Council President González to issue the following directives. These protocols will be in place beginning Monday, March 9, and will remain in effect until Tuesday, March 31, 2020 or until they are lifted by the Council President/President Pro Tem. This directive will be continuously evaluated as relevant information is made available by public health officials.

**1. Legislative Department appointing authorities and supervisors shall direct all Department employees to work remotely to the greatest extent possible.**

We understand there may be instances when specific staff may be required to perform in-person work to ensure the Department meets its public obligations. Supervisors are expected to limit these instances and to provide comparable opportunities during this period for staff to telework as often as is reasonably practicable. In consideration of these unusual circumstances, we are including temporary employees and interns in this directive. *Your supervisor will contact you shortly to discuss the specific nature of your assignment and responsibilities under this directive.*

Overtime-eligible employees who are assigned to work remotely must be available by phone or email during the hours of your normal work schedule to perform job tasks assigned by your supervisor, except during rest and meal breaks.

All overtime-eligible employees while working remotely will continue to remain available and subject to the direction of their supervisor, even during times when waiting for an assignment. Time spent away from your remote work area for purposes other than rest or meal breaks (e.g. appointments, errands, etc.) should be recorded as leave time unless otherwise arranged with your supervisor. Overtime-eligible employees are not permitted to work more than 40 hours per week unless you have obtained written approval from your supervisor in advance.

This directive will not affect employees currently absent on an approved leave or those with approved leave occurring during this period. For any employees who desire to take leave, rather than work remotely, normal leave request protocols should be followed with their direct supervisors.

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- 2. City Council committee chairs are advised to cancel all regularly-scheduled and special committee meetings until further notice.** Consideration may be made for the scheduling of special meetings that are essential for action on critical, time-sensitive legislation (e.g. potential legislation related to a Transportation Benefit District levy renewal).
- 3. The City Council shall endeavor to conduct all official Full Council and special committee meetings remotely, utilizing appropriate technology, in accordance with the Open Public Meetings Act.** The Office of the City Clerk is currently establishing the protocol and procedures for these remote meetings. Information will soon follow for Legislative Department staff and the public on how to participate in and/or follow along with the Council's proceedings. This information will be provided in advance of the planned March 9<sup>th</sup> Full Council meeting.

**Legislative Department employees should adhere to the following protocol during this period:**

All employees working remotely are still expected to comply with Department policies and workplace expectations, including those addressing the use of tools and equipment, proper protection of documents and records, and confidentiality. Please refer to Personnel Rule 9.2, Telecommuting, for more detailed information regarding these expectations:

[https://www.seattle.gov/Documents/Departments/humanresources/rules/Personnel\\_Rule\\_9.2\\_.pdf](https://www.seattle.gov/Documents/Departments/humanresources/rules/Personnel_Rule_9.2_.pdf)

Please notify your supervisor if you need to borrow Legislative Department resources (e.g. laptops and tablets) in order to perform your work-related duties remotely. The IT team will do its best to prioritize the temporary issuance of these devices to Department employees who do not otherwise have access to teleworking tools. **Likewise, you should notify your supervisor and the IT team if you need assistance accessing a Department VPN in order to perform your work responsibilities on your personal device.**

The impact of COVID-19 on our region requires that we all remain vigilant in taking measures to prevent the spread of this virus. Additional resources for Legislative Department personnel can be found in the Appendix included below. Please continue to follow the guidelines provided by public health officials and take good care of yourselves and your families.

Thank you, all, for your dedicated service during this difficult time.

Sincerely,



Teresa Mosqueda, Position 8  
Council President Pro Tem



M. Lorena González, Position 9  
Council President

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## Appendix: Additional resources for Legislative Department employees

- Seattle COVID-19 InWeb - <https://seattlegov.sharepoint.com/covid-19/>
- Employee Assistance Program – Resources for Living, which provides professional counseling, referrals and online resources. Please visit their website at <https://www.resourcesforliving.com/login>. The login and password for employees is: city of seattle. This service is free for you and your household members for up to six counseling sessions per year.
- Tools to assist with computing while working remotely –
  - City of Seattle Outlook Web Access –<https://email.seattle.gov>
  - Forwarding your desk phone to another number  
<https://seattlegov.sharepoint.com/ITD/engineering-operations/telephone-services/Pages/Features-Instructions.aspx>
  - Setting up your desk phone voicemail and accessing your desk phone voicemail via local or 800 number - <http://legapps/inweb/leg-ops/open.py?fn=1.%20Employee%20Resource%20Guide%20-%20Nuts%20%26%20Bolts.pdf#page=1> (see attachment for quick access card)  
Audit Division VOIP Phones - [https://seattlegov.sharepoint.com/ITD/engineering-operations/telephone-services/Documents/IP\\_1140\\_Phone\\_UserGuide.pdf](https://seattlegov.sharepoint.com/ITD/engineering-operations/telephone-services/Documents/IP_1140_Phone_UserGuide.pdf)
  - Using City of Seattle Skype for Business for conference call meetings (contact [LEGIT@seattle.gov](mailto:LEGIT@seattle.gov) for further instructions on this)

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