

COVID-19 Temporary Reassignment Program Agency Guidance

Overview and Background

The COVID-19 Temporary Reassignment Program provides opportunities for state government employees to support the Commonwealth's Emergency Response activities during the COVID-19 health emergency. During this emergency, qualified current state government employees may be temporarily reassigned to close critical staffing gaps in Virginia state government.

Executive Branch state agencies that have identified staffing gaps related to the COVID-19 health emergency may participate in the COVID-19 Temporary Reassignment Program. Agencies in need of additional staffing to support COVID-19 state government activities may create special postings in the Commonwealth's Recruitment Management System (RMS) to request additional staff from other agencies (or within if a large agency) to meet emergency needs.

State government employees with jobs that do not require their presence at work during the emergency (working in jobs that have been designated as non-essential by their agency) are eligible to participate in this program. Employees who want to participate must obtain agency and supervisor/manager approval. This program is only open to current state government employees in the Executive Branch.

During this public health emergency, supervisors are encouraged to approve these temporary reassignments, when feasible. Agencies and supervisors should encourage employees without work assignments and/or on Public Health Emergency Leave (PHEL) to apply for temporary reassignments where applicable.

Stakeholders:

- State Employees
- Executive Branch Agencies including State Institutions of Higher Educations

Process:

Agencies with COVID-19 Related Staffing Needs:

- Agencies identify and create duty descriptions to identify staff to meet these needs.
- Agencies in need of additional staffing create special posting announcements in the Commonwealth's Recruitment Management System (RMS).
- Agencies will be responsible for reviewing and contacting potential assignees who meet the identified needs to discuss the details of the temporary reassignment.
- Agencies must discuss the temporary reassignment with the employee and the employee's supervisor.
- A Memorandum of Agreement must be completed by the requesting (Host) and providing agencies (Home) for any agreed upon reassignments.
- Assignment announcements should include:
 - Role Title
 - Open Period



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- Position Type
- Duration
- Number of Openings
- Location
- Responsibilities
- Qualifications
- Background check requirement (if applicable)
- Use the hashtag **#COVID19TR** in the body of the assignment posting to tag the assignment as related to COVID-19 for current Executive Branch employees.
- Select the Temporary Reassignment Request when creating the posting, instead of the default EEI application.

Employees Interested in Serving in Temporary Reassignments:

Employees interested in temporary reassignments should complete the following steps:

- Determine if they meet the COVID-19 Temporary Reassignment Program eligibility requirements.
- Seek approval from your agency and supervisor/manager.
- If approval is provided, express interest for available opportunities via the [Commonwealth's Recruitment Management System \(RMS\)](#) on the tab titled COVID19TR.

Key Considerations:

- Agencies posting reassignment opportunities are encouraged to work together and with DHRM to identify meaningful job duties and/or temporary assignments related to COVID-19.
- Job duties identified and/or temporary reassignments between agencies do not require prior DHRM approval.
- Host agencies will be responsible for tracking and supervising temporarily reassigned employees.
- Host agencies are responsible for onboarding and training temporarily reassigned employees.
- Host agencies will be responsible for addressing any accommodation needs for temporarily reassigned employees.
- Temporary reassignments are approximately 30-60 days. The reassignment may be extended with approval, as long as full time period of assignment is no longer than 180 days.
- Pay and benefits will be maintained by home agencies.
- Home agency should consult with host agency to address funding for expenses related to temporarily reassigned employees. Reimbursement for any costs will be based on written agreement between home agency and host agency.
- Memorandums of Agreement will be completed between host agencies and home agencies for temporarily reassigned employees.

For additional questions, contact policy@dhrm.virginia.gov.