



COVID-19 Temporary Reassignment Program Frequently Asked Questions (FAQs)

What is the COVID-19 Temporary Reassignment Program?

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.

The following Frequently Asked Questions provide information about eligibility to participate in and expectations for participation in the COVID-19 Temporary Reassignment Program.

Eligibility to Participate in COVID-19 Temporary Reassignment Program

Which state government agencies may participate in the COVID-19 Temporary Reassignment Program?

Executive Branch 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 may create special postings in the Commonwealth's Recruitment Management System (RMS) to request additional staff to meet emergency needs.
- Agencies are encouraged to work together and with DHRM to identify and create reassignment announcements to identify staff to meet these needs.
- Temporary reassignments between agencies do not require DHRM approval.
- Agencies using the temporary reassignment program must track the use of temporary reassignments for future reporting purposes.
- A Memorandum of Agreement must be completed by the requesting and providing agencies for any agreed upon reassignments.

Which state government employees are eligible to participate in the COVID-19 Temporary Reassignment Program?

The following state employees are eligible to participate at this time.

- Your job does not require your presence at work during emergencies (your job has been designated as non-essential by your agency).
- You are an employee in good standing in your current position with no disciplinary action (active written notice).
- You have received your agency and supervisor/manager's approval to participate. Approval should be in writing (e.g., an email).
- You are a current state government employee in the Executive Branch.

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

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COVID-19 Temporary Reassignment Process

What is the process to be considered for a temporary reassignment to support COVID-19 activities?

Employees interested in being considered should complete the following steps:

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

Employees should check with their agencies to understand the agency process for obtaining approval to be considered for these temporary reassignment opportunities. Please contact your agency's Human Resources department to discuss any accommodation needs for the temporary reassignment.

What types of roles are included in the COVID-19 Temporary Reassignment Program?

Available opportunities may vary. Please check the RMS to identify current needs.

What is the process for temporarily re-assigning selected employees?

Agencies with needs are free to use the COVID-19 Temporary Reassignment Program to supplement their staff by creating and posting an announcement in the RMS. Once those agencies review requests for consideration, they will contact eligible, qualified assignees to determine participant availability and initiate the process for the temporary reassignment.

How will temporary reassignments be determined?

An agency using the COVID-19 Temporary Reassignment Program to supplement their emergency staff will first identify the positions and number of people needed. Then, they will use the RMS to announce their temporary needs. The agency will communicate directly with this pool of potential assignees to determine individuals' willingness and availability to be temporarily reassigned for the emergency. The agency may use additional data such as participant skills, location, and previous experience to determine which eligible, qualified, and available applicants to activate.

What happens if employees who have accepted temporary reassignments are no longer able to report for assignment?

Participants who accept temporary reassignments are expected to report to the temporary assignment as scheduled and seek approval from their temporary reassignment supervisors in advance for any changes to their established reassignment work schedule, including the use of leave and late or early arrivals and departures.

For what reasons would participation in the temporary reassignment end?

Employees' participation in the temporary reassignment could end for the following reasons:

- Participants decide that they no longer wish to participate in the reassigned role.
- Participant role is no longer needed at host agency.
- Participant is needed at home agency due to business need.
- Medical reason of the participant or participant's family member.
- Participants no longer have supervisor/manager's formal approval to participate.

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- Participants leave employment with the Commonwealth of Virginia.

Who tracks hours worked while temporarily reassigned?

Actual hours worked by temporarily reassigned employees will be recorded by the employee and verified by their temporary supervisor. The reassigned employee will need to ensure the home supervisor is aware of work hours if needed for payroll purposes.

How long will employees be activated for a temporary reassignment?

The duration of a temporary reassignment can vary depending on the need. However, assignments will be no longer than 180 days. When offered a temporary assignment, participants will be informed of the duration of the assignment.

Where will activated employees be assigned?

Activated employees could be assigned to work at any location across Virginia.

Compensation & Benefits

How are employees compensated when performing a temporary reassignment?

Employees' respective home agencies who approved their participation in the temporary reassignment program are responsible for providing the appropriate compensation to employees deployed through this program.

How does a temporary reassignment impact employees' leave?

This temporary assignment counts as work time and will not impact employee leave.

If temporary reassignment program participants work more than 40 hours a week during the temporary reassignment, how does that impact their compensation?

Participants who work more than 40 hours a week during the temporary reassignment may be eligible for overtime compensation based on their Fair Labor Standards Act (FLSA) exemption status. Employees who are classified as non-exempt from the FLSA will be subject to overtime compensation for hours worked over 40 hours in a week.

What happens with employee benefits during the temporary reassignment?

Employee benefits remain unchanged; employees' respective agencies who approved their participation will continue to provide the appropriate benefits to employees deployed in temporary reassignments.

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If employees are injured while temporarily reassigned, who is responsible for evaluating Workers' Compensation eligibility and claims?

Employees who are temporarily reassigned and experience an injury while performing the temporary reassignment functions may qualify for Workers' Compensation benefits. The employee's host agency is responsible for completing the steps required for determining Workers' Compensation eligibility and claims. The host agency will advise Workers Compensation of the employee's status as a temporary assignee and partner with the home agency to manage the claim.

Training Requirements

How will employees know what training is required for temporary reassignments?

Any required training will be provided by the agency requesting temporary reassignments.

Employee Related Expenses

Who pays for travel expenses related to temporary reassignment activation?

Employees' respective home agencies will consult with the host agency to address expenses such as mileage, overnight lodging, and food expenses.

Agency Reimbursement

Will agencies be reimbursed for expenses incurred for employees temporarily reassigned to other agencies?

Home agency will need to consult with the host agency to address funding for expenses related to temporary reassigned employees. Reimbursement for any costs will be based on written agreement between the home agency and host agency.