




MEMORANDUM

TO: Mayor and Council

FROM: Spencer Cronk, City Manager 

DATE: May 27, 2021

SUBJECT: Update on Resolution 20210401-005 Department Reintegration Plans

The purpose of this memorandum is to provide an update on the request for department reintegration plans per Resolution 20210401-005.

Each City of Austin department has created a phased-in reintegration plan that meets its business needs. Reintegration plans include information on teleworking guidelines, sanitation and safety protocols, personal protective equipment, and signage and communication for employees. As we are still in an active pandemic response and situations can change rapidly, the reintegration plans may need to be updated or changed in order to meet the needs of employees and the community. Below is a brief description of the phases for reintegration, although each department-specific plan may vary:

Phase 1 Integration: Phase 1 begins the initial steps to reintegrate back into the workplace.

Phase 2 Integration: Phase 2 builds upon phase one and encourages more employees to begin returning to the workplace. Departments will identify employees whose job functions require them to be on-site part of the time.

Phase 3 Integration: Phase 3 will include reintegrating the remaining employees back into the workplace. Employees may continue to telework, work on-site, or a blend of both, depending on department-specific business needs.

There are over 5,400 non-sworn employees and over 3,300 sworn employees who have reported to work on-site throughout the pandemic. More will be returning over the next couple of months as 14 departments will begin reintegrating an additional 1,900 employees in June. Attached is a summary of the reintegration plans for the departments by phases.

Providing vaccinations for employees is critical for the safety and wellness of our employees, which is always our first priority. Information and resources, such as the following, have been provided to all City employees.

- City of Austin Vaccine Clinics for City employees at the Learning Resource Center at 5202 East Ben White, Suite 500, provided by Albertson/Randalls <https://mhealthsystem.com/CityofAustin>

- The City's COVID-19 site (<http://www.austintexas.gov/covid19>) offers information about walk-up clinics and how to sign up for an appointment
- Central Texas Vaccs (<https://centraltxvaccs.org/>) connects you to local providers in the Central Texas region that offer vaccines

Cc: Anne Morgan, Interim Deputy City Manager
CMO Executive Team

Phased Reintegration Dates

# of EE's	Department Name	EE's Reporting to the Workplace	Phase 1 Date	Phase 2 Date	Phase 3 Date	Phase 1 EE's	Phase 2 EE's	Phase 3 EE's
129	Animal Services	115	5/22/2021	6/1/2021		115	124	N/A
152	Austin Code	124	6/28/2021	7/26/2021	9/27/2021	0	0	0
516	Austin Convention Center	202	6/6/2021	7/4/2021	8/1/2021	18	28	37
1750	Austin Energy	826	9/9/2021	9/30/2021	10/15/2021	271	339	339
1153	Austin Fire - Sworn	1153	3/16/2020			1153		
173	Austin Fire - Civilian	50	6/7/2021	7/6/2021	9/13/2021	74	129	132
1687	Austin Police Department - Sworn	1687	3/16/2020			1687		
619	Austin Police Department - Civilian	435	6/7/2021	7/16/2021	8/16/2021	800	500	1000
856	Austin Public Health	230	5/17/2021	6/18/2021	7/16/2021	176	65	76
406	Austin Public Library	147	5/3/2021	6/28/2021	8/2/2021	156	0	101
511	Austin Resource Recovery	20	6/15/2021	7/12/2021	8/9/2021	25	38	75
339	Austin Transportation	211	4/5/2021	5/3/2021	6/7/2021	141	70	175
1225	Austin Water	865	6/7/2021			185		
456	Aviation	350	12/1/2020	6/1/2021		30	60	
175	Building Services	139	6/1/2021	7/1/2021	8/1/2021	9	9	16
11	Center of Excellence & Innovation	0	10/1/2021					
22	City Manager's Office	4	5/10/2021	7/6/2021		8	20	
10	Civil Rights Office	2	3/1/2021	4/1/2021		1	1	
320	Communication & Technology Mgmt	37	11/1/2020	1/2/2021	8/1/2021	37	37	140
53	Communications & Public Information	11	5/1/2021	8/1/2021	9/7/2021	11	0	40
420	Development Services	146	6/7/2021			258		
71	Economic Development	2	6/1/2021	7/28/2021	9/29/2021	4	10	56
533	Emergency Medical Services - Sworn	533	3/16/2020			533		
79	Emergency Medical Services - Civilian	25	8/2/2021	9/2/2021	10/4/2021	10	2	76.5
5	Equity Office	0	10/1/2021			9		
280	Financial Services	19	8/17/2021	9/15/2021	10/15/2021	310	310	310
229	Fleet & Mobility	165	6/28/2021	7/26/2021	9/27/2021	5	5	15
46	Homeland Security & Emergency Mgmt	19	3/16/2020		6/14/2021	19	0	28
116	Housing & Planning	20	4/2/2021	6/30/2021	9/1/2021	25	35	95
103	Human Resources	40	6/7/2021	8/2/2021		30	35	0
19	Information Security Office	0	6/1/2021		10/1/2021	4		10
5	Intergovernmental Relations	1	4/12/2021	7/1/2021	9/1/2021	1	2	2
4	Labor Relations	0	8/16/2021			4		
104	Law	17	5/1/2021	6/1/2021	7/6/2021	20	30	76
182	Municipal Court	185	4/5/2021	5/3/2021	6/1/2021	32	54	64
29	Office of City Auditor	0	9/1/2021					30
23	Office of City Clerk	7	4/1/2020			7		
19	Office of Police Oversight	2	7/1/2021			2		
33	Office of Real Estate Services	4	7/12/2021	9/13/2021	10/4/2021	8	8	19
13	Office of Sustainability	0	1/3/2022					
11	Office of the Medical Director	5	5/1/2021	9/1/2021	9/1/2021	5	7	0
1834	Parks and Recreation	636	4/26/2021	5/17/2021	6/7/2021	265	44	269
1	Project Connect Office	0	10/1/2021			5		
794	Public Works	252	4/5/2021	5/3/2021	6/7/2021	242	252	357
29	Small & Minority Business Resources	0	8/1/2021			15		
357	Watershed Protection	64	6/7/2021	9/7/2021	1/3/2022	54	111	128
Total EE's Reporting to Work		8750				6764	2325	3667