

**From:** [Clark, Nicole](#)  
**To:** [All City Employees](#)  
**Subject:** Human Resources Telework Effective March 30th  
**Date:** Friday, March 27, 2020 6:41:46 PM  
**Attachments:** [image002.png](#)

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Good Afternoon,

Effective Monday March 30<sup>th</sup>, the department of Human Resources will be providing services remotely. While our physical office in City Hall may be closed, we will continue to be available to you Monday through Friday 8:00 a.m. – 4:30 p.m. by calling the front desk, our direct office extensions or emailing the appropriate staff member. To assist with the transition, please note the following:

1. The fax machine will be disabled during the telework period.
2. All paperwork must be submitted via email. Please do not slide it under the office door for someone to retrieve.
3. Hiring Managers: We will continue to review Requests for Exception to Fill for essential and hard-to-fill positions as scheduled. If you have questions about advertising for a position, please contact your HR Liaison.
4. The office will be open Tuesday and Thursday from 11:00 a.m. – 1:00 p.m. to process replacement badges. If you have lost your badge, you must go to the Finance Department to pay the \$5 replacement fee and present your receipt to receive a new badge. Damaged badges are replaced at no charge.
5. Situations that require an in-person meeting will be scheduled by appointment as needed to ensure appropriate social distancing. Please contact your HR Liaison directly.

Thank you so much for your assistance during this transition and stay healthy!

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