



MEMO

To: Finance and Personnel Committee Members

From: Erica Lewandowski, Commissioner of Building Inspection

cc:

Date: May 4, 2020

Re: Anticipated Workshare/Furlough Impacts

The Department of Neighborhood Services anticipates placing 203 of its 229 employees into a workshare program ranging from a 20-50% reduction in hours worked and 5 employees on a furlough through the end of PP 11, May 29, 2020.

DNS utilized several points of consideration in making these determinations, namely, the essential nature of each position, and the average daily work output of each position as indicated by a metric report looking at data from March 15 - April 15. Based on the actual workloads of each position, reductions were determined that would allow the baseline levels of work to continue to be met, while discontinuing auxiliary, non-essential work like record updating, and internal administrative projects.

Based on this analysis, DNS anticipates that all essential department service needs can be met, notably construction trades inspections, plan review and exterior residential complaints like litter, property in disrepair, and rodent concerns. There may be a small delay in the timing of delivery but no drastic impacts are predicted if current demands for service remain steady.

DNS anticipates re-evaluating the reduction levels after May 29th to ensure that service demands are met as the Safer At Home order lifts and/or businesses begin to open and the calls for service increase.