



HUMAN RESOURCES DEPARTMENT

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March 18, 2020

Good morning,

Effective immediately, the City is suspending all hiring of new employees and all new recruitments. The only exceptions will be for those positions determined to be essential (i.e. firefighters and police officers). Other positions will be considered on a case-by-case basis if the hiring authority provides specific and clear justification that the position is necessary to continue essential City services. Requests for exceptions should be directed to me.

If you are in the midst of a recruitment and selection process (job posted, screening candidates, reference checking, or interviews), the process will be suspended and started again when we have made it to the other side of the current COVID-19 concerns.

I understand the burden this will place on many of you and your offices. However, this decision is in the best interest of the City, as well as possible new hires. A) We will be unable to adequately train and onboard new employees due to the number of employees working from home and absent for other COVID-related reasons. Our commitment to social distancing (at least six feet) must also remain a high priority—difficult when onboarding a new employee. We may also encounter a situation where a new employee is relocating or has traveled recently—an unacceptable risk for current employees. B) In fairness to any new employee, we have considered that they will have no paid leave available and no City health insurance coverage for 60+ days. This is an unreasonable position in which we would place an individual in light of the uncertain weeks/months ahead. C) The applicant pools will almost certainly be diminished as many individuals will likely focus on stability rather than focusing on new employment opportunities with all of the associated unknowns.

HR will close all jobs currently open and notify all applicants of the status of City hiring. We will similarly notify applicants for positions that have already closed and for which screening has not yet occurred. When we are able to resume hiring, HR will contact all applicants to see if they are still interested. Depending on the duration of the delay in hiring, it may be best practice to re-open the positions. If interviews have been completed, HR will talk with each individual interviewed and explain the circumstances; we will first talk with the hiring authority.

I will answer any questions or concerns you have. Thank you for your patience and cooperation as we all do our best to operate during this challenging time.

Kathy Crego
Chief Human Resource Officer
City of Missoula
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