



COVID-19 Temporary Reassignment Program Employee Eligibility Requirements

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.

Eligibility to Participate in 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.

COVID-19 Temporary Reassignment Process

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 Temporary Reassignment tab in the Commonwealth Recruitment Management System.

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.