



## **Human Resources Advisory**

### **Human Resources – Temporary Shift to Remote Work**

Effective Monday, March 23, 2020, human resources began working remotely.

Administration is coordinating temporary telecommuting arrangements to ensure the continuation of essential services and work functions in a timely, accurate, and professional manner.

Email is recommended for many inquiries. If you do not have a direct contact email, please email [humanresources@pontiac.mi.us](mailto:humanresources@pontiac.mi.us). This email is actively monitored.

Our office line is 248-758-3293. It is monitored Monday through Friday, 9:00 am – 4:30 pm. We ask for your patience and will respond to your call as soon as possible. We are fielding many calls related to COVID-19 and implementing new processes that may limit availability. We encourage communication by email whenever possible.

### **Retiree Questions**

Retirees with questions in regards to your pension payments; we encourage you to contact your respective benefit office.

The City of Pontiac General Employees' Retirement System, Phone: (248) 456-0523.

The staff calculates pension estimates for vested general employees, prepares final benefit calculations when employees retire, and process the monthly pension payrolls.

The City of Pontiac Police and Fire Retiree Benefits Fund Office, Phone: (248) 641-4990.

Contact this office to obtain communication information about the pension payments and benefit plans. We encourage you to visit [www.ourbenefitoffice.com/PontiacPolice/Benefits/](http://www.ourbenefitoffice.com/PontiacPolice/Benefits/) for self-service options and review answers to frequently asked questions and communicate with the Benefit Offices via email.

**Meetings and Visits:**

In compliance with Governor Whitmer's Stay Home, Stay Safe order, at this time, all communication will be managed via telephone, email, and, in some cases, via teleconferencing. City hall is closed to the public at this time. If you wish to schedule a meeting with human resources, please email [humanresources@pontiac.mi.us](mailto:humanresources@pontiac.mi.us)

**Pontiac on COVID-19:** <http://pontiac.mi.us/mayor/coronavirus/index.php>

As news and developments relating to COVID-19 (novel coronavirus) continue to evolve rapidly, the City of Pontiac administration, staff, and elected officials remain committed to our mission to serve our residents and staff. The city is committed to ensuring continuity in these dynamic and unpredictable circumstances.

Please bookmark this page for easy access: <http://pontiac.mi.us/mayor/coronavirus/index.php>