

**GENERAL NOTICE FOR EMPLOYEES
INTERESTED IN WORKING OVERTIME
FOR THE CITY COMMISSIONER’S OFFICE
FOR THE ELECTION PROJECT**

The City Commissioner’s office still needs assistance with the **Pre-and Post-Election** project! Hours, assignments, and work locations are detailed below. Work includes administrative assignments, posting signage, customer service and other work as needed.

DATES:	October 9, 2020 to mid-November (or when project ends)
WORK HOURS:	Various hours depending on assignment
LOCATIONS:	Various sites throughout city

MUST BE AVAILABLE FOR DURATION OF ASSIGNMENT

If you are available to participate, the City Commissioner’s office will fund overtime costs to support this project. If the hours conflict with your regular shift/schedule, you may not participate.

Management approval is required.

Please complete the attached form and return to Staffing@phl.org no later than **October 6, 2020**.

Requests will be evaluated, and employees notified of the determination by **October 8, 2020**.

We appreciate your consideration of this immediate need and helping with this project.

If you have any questions, please contact Yvonne Howard at (215) 937-5503.