



COVID-19 DEPARTMENT MODIFICATIONS – UPDATE

Human Resources

As of 5-11-2020 and in accordance with guidance from the Center for Disease Control, State of Texas and Harris County; Human Resources will be modifying its services as follows:

- All Human Resource related inquiries need to be first attempted in some manner other than in-person (email, phone, fax, etc.), if possible. See contact information at the bottom of page. This precaution is being followed to protect everyone involved and we appreciate your cooperation. Most concerns can successfully, and more quickly, be resolved using this approach.
- When leaving a message, please be very detailed so your concern is quickly forwarded and responded to by the proper personnel. Messages can be left 24x7 and will likely be responded to by the next business day.
- Human Resources operational hours are Monday – Friday, 8 A.M. – 5 P.M.
- The website below has the email addresses for all employees in Human Resources if you know specifically who you need to contact directly. Otherwise, any of the email addresses should be able to assist with your issue.
- After contact has first been conducted, via distance (first bullet-point above) and unsuccessful at resolving your concern, you will need to schedule an appointment to ensure the appropriate Human Resources employee is available and a meeting room is arranged, cleaned, and scheduled.

These temporary changes are in effect until further notice.

Thank you for your cooperation and understanding during this time.

PHONE NUMBER FOR HUMAN RESOURCES – 713-475-5523

FAX NUMBER FOR HUMAN RESOURCES – 713-475-7204

WEBSITE FOR HUMAN RESOURCES EMAIL ADDRESSES - <https://www.pasadenatx.gov/directory.aspx?did=42>