



**OFFICE OF THE
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**CFO MEMORANDUM
NO. 2025-101-001**

TO: All OCFO Employees
FROM: Tanya Stoudemire, Acting CFO *Tanya Stoudemire*
SUBJECT: OCFO Return to Office Plan
DATE: May 5, 2025

As we continue to prioritize collaboration, customer service, engagement, and efficient and effective delivery of City services, this memorandum serves as an update to increase meaningful in-person work in OCFO. With our gradual return to the office these past five (5) years, the time has come to standardize remote work across the OCFO.

In March 2020, the City of Detroit moved to a fully remote workforce for eligible employees in response to the COVID-19 pandemic. On July 6th, 2020, the Detroit Taxpayer Service Center (DTSC) re-opened to the public with some OCFO positions returning in-office. Further, on September 7, 2021, the OCFO prepared for more staff to come onsite, with the timing and scheduling determined at the divisional level by each Deputy CFO.

Effective June 9, 2025, as part of our flexible work schedule model, you will be required to be present in the office three (3) days per week, with flexibility to work remotely on the remaining days. Management, at its discretion, may require additional days of in-office work.

Given the modern workplace, returning to the office does not mean all staff on-site 100% of the time. Flexible schedules continue to be an opportunity, as an important tool for retention, attracting new talent, and optimizing our workspaces.

I want to commend every frontline employee who has been working on-site throughout the entire pandemic. We acknowledge this will be an adjustment for some staff after five (5) years of telework. We recognize there will be exceptions for part-time employees and those with HR-approved accommodations. Any other special circumstances will need written approval by the CFO.

The CFO's Administration team will continue working with the Deputy CFOs to ensure adequate workspace, equipment, and parking. Additional information will be shared in the coming weeks. The CFO's Administration team is available to assist with questions.

CC: Denise Starr, Director of Human Resources
ATT: Frequently Asked Questions CFO Memorandum Return to Office