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# MEMORANDUM

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Date: April 7, 2020

To: The Honorable Chairman and Members  
Pima County Board of Supervisors  
Presiding Judge, Superior Court  
Elected Officials  
Appointing Authorities

From: C.H. Huckelberry  
County Administrator

A handwritten signature in black ink, appearing to read "CH Huckelberry", is written over the printed name of the County Administrator.

Re: **Telecommuting Guidance**

In order to ensure consistent applications of telecommuting, please note the following updates.

### Use of Telecommuting

Appointing Authorities shall submit a Request for Telecommuting memo to the County Administrator, no later than the second Wednesday of each pay period by 12:00 p.m., for approval. The request shall provide the following information:

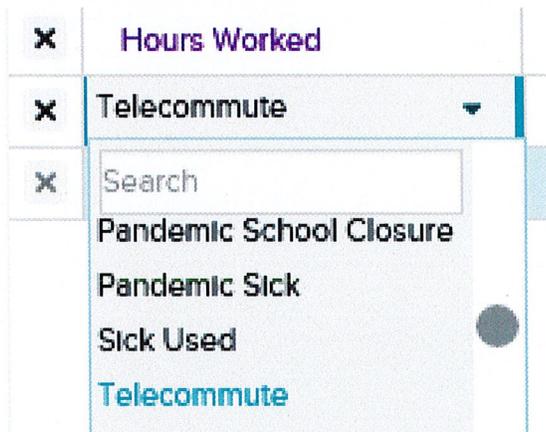
1. Name, Title and Employee Identification Number of telecommuting employee as well as the verification by the employee supervisor has indicated the employee has the equipment, internet connection and ability to telecommute.
2. Verification that the telecommuting employee falls into one of the five authorized categories:
  - a. Employee has a compromising medical condition as identified by the CDC;
  - b. Employee has a family household member who has a compromising medical condition as identified by CDC;
  - c. Employee has a child (under 18) affected by a school or daycare closure;
  - d. Employee is over 65 years of age or;
  - e. Employee is part of a federal, state, or local shelter-in-place order and can provide the required public services remotely and said services will be verified by electronic surveillance capability of the County. (See section Director, Appointing Official, Supervisor Responsibility)
3. Verification that no more than two thirds of essential employees are telecommuting, unless there is a specific reason why more employees are telecommuting.
4. Verification that the telecommuting employee's time card is coded as telecommuting in ADP.

The Honorable Chair and Members, Pima County Board of Supervisors  
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**Proper Coding of Time Cards**

There is a code in ADP for telecommuting and all Departments are required to use it when their employees are telecommuting. Employees must enter the “telecommute” code on their time card in ADP and supervisors are required to ensure that the “telecommute” code is selected when approving the employee’s time card.

When completing the time card, the employee would go to the section stating “<Enter Pay Code>” and either scroll down on the right-hand side until they locate the word “telecommute” or they can enter the word “telecommute” in the search function.



Non-essential employees are not permitted to telecommute and are required to be on some type of leave which must be entered into ADP, i.e. Federal Emergency Paid Sick Time, pandemic outbreak leave, sick leave, compensatory time, or vacation leave. Upon exhaustion of all leave banks, the employee will be placed on COVID-19 Furlough. There will be more information to follow pending Board of Supervisor approval.

**Director, Appointing Official, Supervisor Responsibility.**

It is the responsibility of each director, appointing official and supervisor to certify the number of employees telecommuting. As well as to verify the need for telecommuting and to review the work produced during telecommuting. Inaccurate statements may result in disciplinary action.

Finally each director is to report at the end of every pay period, employees working at the work site, employees telecommuting and employees on leave, and the type of leave specified.

This is necessary in order to check the accuracy of employee and supervisor notations in the ADP Payroll system.

c: Jan Leshar, Chief Deputy County Administrator  
Cathy Bohland, Director, Human Resources