




MEMORANDUM

Date: December 18, 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 

Re: **Outside Employment Authorizations and COVID-19**

A known pathway for COVID-19 infections in the employment base is through outside employment, particularly outside employment that may increase exposure of County employees to the general public, fewer precautions being taken to minimize the spread of COVID-19 such as wellness checks, body temperature checks, face masks, physical distancing and other known mitigation strategies.

Due to this, I am asking all Appointing Authorities to review any existing outside employment authorizations and, where there is any risk for additional COVID-19 exposure, such approvals should be reconsidered until the end of the COVID-19 pandemic.

Given the spread of COVID-19, it is important we take all measures to protect our employees.

c: The Honorable Supervisors-elect, Pima County Board of Supervisors