MEMORANDUM

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: Governor Ducey’s Stay-At-Home, Stay Healthy, and Stay Connected Order and County Leave Options Available to County Employees

Yesterday, Governor Ducey issued a Stay-at-Home, Stay Healthy, and Stay Connected Order for the State of Arizona effective Tuesday, March 31, 2020, at 5:00 p.m., stating that people should only leave their homes if related to essential services. This action, in conjunction with Families First Coronavirus Response Act and, in accordance with policies recently adopted by the Board of Supervisors, enhances leave benefits provided to Pima County employees.

County and Federal Leave Related to COVID-19

The Board of Supervisors adopted an enhanced pandemic outbreak leave policy on March 17, 2020, before the federal act was passed. This policy provides all County employees an additional 80 hours of what is called County Pandemic Outbreak Leave. The Board approved this policy to assist employees and their families in this difficult time. Based on our review of other local jurisdictions policies this Pima County Board policy provides the most leave available for meeting the challenge of the COVID-19 virus. Using this leave is allowed for a number of qualifying events. These qualifying events were expanded on March 30, 2020 to include Federal, State or local Orders of Isolation to reduce the spread of the COVID-19 virus. The Order of the Governor yesterday means this policy is in effect.

The federal government also recently approved H.R. 6201, signed into law on March 18, 2020, after the Board adoption of our enhanced sick leave policy on March 17, 2020. This Act entitled, “Families First Coronavirus Response Act” (FFCRA), is effective April 1, 2020, and provides additional leave that is added to County Pandemic Outbreak Leave. As the Act states, it emphasizes “families”. It is described below:

1. **Emergency Family and Medical Leave Expansion Act Compliance:**
   a) Authorize up to 12 weeks of job-protected leave for employees who have been employed by the County for at least 30 calendar days and are unable to work or telework due to
the need to care for their minor children (under age 18) whose schools or care providers are unavailable due to COVID-19.

b) The first 10 days of this leave is unpaid; however, employees can be paid through the use of authorized County Pandemic Leave, employee’s comp-time, sick or vacation leave (regular leave banks).

c) After the first 10 days, and for up to 10 workweeks, qualified employees on this leave will be compensated at their regular rate of pay for the number of their regularly scheduled work hours, up to a cap of $10,000 total.

d) Section (c) above provides generally for two-thirds pay. The County will allow employees to use other leave banks to provide full-time pay.

2. Emergency Paid Sick Leave Compliance:

a) Authorize up to 80 hours (pro-rated for part-time employees) of Federal Emergency Paid Sick Leave, up to a cap of $5,110 total, for employees who are unable to work or telework because they are:
   - Subject to a government quarantine or isolation order related to COVID-19
   - Advised by a healthcare provider to self-quarantine due to concerns related to COVID-19
   - Experience symptoms of COVID-19 and seeking medical diagnosis (fever, cough, upper respiratory distress, shortness of breath)

b) Authorize up to 80 hours (pro-rated for part-time employees) of Federal Emergency Paid Sick Leave to be paid at their regular rate of pay for the number of their regularly scheduled work hours, up to a cap of $2,000 total, for employees who are unable to work or telework because they are:
   - Caring for an individual who is subject to a government quarantine order or has been advised by a healthcare provider to self-quarantine
   - Caring for their children because their schools or places of care have been closed or are unavailable due to COVID-19 precautions.

For example, an employee unable to work or telecommute with a minor child or children who cannot attend school or daycare is eligible for 12 weeks of job protected leave and for the first 2 weeks they are able to use County Pandemic Leave or regular leave banks. They are also eligible for Federal Emergency Paid Sick Time (FEPST) for an additional 2 weeks. For the balance of time, they may receive two-thirds FEPST and may, at their option, use one-third leave from their sick and/or vacation leave banks.

For an employee who does not have a minor child, they may first take the 80 hours of County Pandemic Outbreak Leave followed by 80 hours of FEPST, followed by, at their option, their sick and vacation leave banks.
These requirements are reflective of federal legislation and, while possibly confusing, are the best available guidance we now have.

Any leave used by County employees over and above the County Pandemic Outbreak Leave is to be noted as Federal Emergency Paid Sick Time that includes leave under the above categories identified as 1 or 2.

**Essential and Non-Essential Employees and Providing Essential Public Services**

Appointing Authorities must also identify essential positions or individuals that are needed to provide required essential County-wide services. For example, essential services the County will continue to provide include, but are not limited to, law enforcement and detention positions, public works services and administration functions necessary to support County government.

- **Essential Employees** are defined as anyone whose function is essential to the effective operation of the County or who must be physically present to perform their jobs, or those employees who are involved in emergency response activities related to the COVID-19 pandemic.

- **Non-essential Employees** are those employees who do not need to be physically present to perform their job functions, or those employees whose job tasks are not critical to the functioning of their Departments during this period of enhanced physical distancing measures.

The need for essential employees may change as the need for essential work changes. As a result, employees may be called back to work to perform specific essential functions or telework or telecommuting may be reduced as the workload requiring telecommuting declines. Similarly, if an employee has been directed to remain home, if they voluntarily agree to work in another department that has a critical need, the employee may be temporarily assigned to that department at their same rate of pay.

Department Directors are encouraged to review the essential and non-essential employee designations. For those that are non-essential, they should be placed on leave as previously described, effective April 1, 2020. I would also encourage Department Directors to determine if some employees now designated as essential could be moved to the non-essential category and placed on leave. Finally, for essential employees, who are in one or more of the risk categories for COVID-19, I would encourage placing those employees on leave.

Department Directors should notify employees directly of whether they are essential. Those that are not deemed essential at this time should be directed to remain home beginning
Wednesday, April 1, 2020, and remain at home until such a time that the enhanced isolation order is lifted or until the Appointing Authority advises the employee return to work to perform an essential function.

Appointing Authorities should advise employees who are not essential they will be placed on County Pandemic Leave or the employee may take advantage of federal leave options previously described or use their regular leave banks. Non-essential employees, who are telecommuting, are advised to stop telecommuting March 31, 2020, at 5:00 p.m., and that they will be placed on County Pandemic Leave or other leave as available.

A summary of instructions will be provided to all supervisors to ensure consistent communication with all employees.

Please continue to monitor the employee resource page on the intranet at Employee COVID-19 Intranet Page. For those employees accessing the public website on the internet, the employee resource page is at http://www.pima.gov/covid19employees/.

It is likely guidance on these issues will change in the future; we will provide any change in federal or state guidance as soon as received.

I would like to thank our employees, managers and directors for assisting in providing essential services to the people of Pima County in these stressful and uncertain times. Your public service dedication is very much appreciated by the Board of Supervisors and myself.

CHH/anc

Attachments

c: Jan Lesher, Chief Deputy County Administrator
Carmine DeBonis, Jr., Deputy County Administrator for Public Works
Francisco García, MD, MPH, Deputy County Administrator & Chief Medical Officer, Health and Community Services
Cathy Bohland, Director, Human Resources
Michelle Campagne, Director, Finance and Risk Management
Regina Kelly, Director, Grants Management and Innovation Office
EMPLOYEES SENT HOME DUE TO EXECUTIVE ORDER
(Provide to Employee)

How Do I Continue to Receive County Information?

- The COVID-19 Employee Resource page is updated daily and can be accessed from home at http://www.pima.gov/covid19employees/
- Update your personal email address in ADP (instructions attached)

What Happens After Pandemic Leave Exhausts?

1. Effective April 1, 2020, the Families First Act provides Federal Emergency Paid Sick Time-Self (FEPST-Self) for 80 hours maximum at 100% pay (prorated for part-time) for:
   - Quarantine/isolation order from government (EMPLOYEES ARE PERMITTED TO USE THIS FOR THE GOVERNOR’S STAY AT HOME ORDER)
   - Quarantine/isolation order from health care provider
   - *You are experiencing COVID-19 symptoms and get a medical diagnosis

2. Effective April 1, 2020, the Families First Act provides Federal Emergency Paid Sick Time-Caregiving (FEPST-Caregiving) for 80 hours maximum, at not less than 2/3’s of your regular rate of pay, capped at $200 per day or $2,000 total (prorated for part-time) for:
   - Caring for an individual under quarantine/isolation order from government
   - *Caring for an individual under quarantine/isolation order from health care provider
   - *You are experiencing any other substantially similar condition specified by Department of Human and Health Services Secretary
   - You are caring for a school-aged child (under 18) who is affected by a school closing
   * Provide a health care provider statement to Human Resources – Leave Administration
   **The combined total of FEPST-Self and FEPST-Caregiving cannot exceed 80 hours.

3. Effective April 1, 2020, the Families First Act provides Emergency Family and Medical Leave Expansion leave for up to 12 weeks at not less than 2/3’s of your regular rate of pay for 10 weeks, capped at $200 per day or $10,000 total for:
   - Caring for school-aged child (under 18) who is affected by a school closing
   - First 10 days are unpaid (can use FEPST-Self or FEPST-Caregiving during this time or other accruals)
   - Can supplement the remaining 1/3 by leave banks
   - Can take intermittently
   - Must complete FMLA paperwork and submit to Human Resources – Leave Administration at fmlacoordinator@pima.gov or fax at 520-791-6514
   - This does not expand the amount of FMLA hours an employee receives annually, the amount remains at 480 hours of protected leave

4. After exhaustion of pandemic outbreak leave and the FEPST-Self/FEPST-Caregiving, employees may use available leave accruals.

Annual Enrollment will take place April 27 – May 15. During that time, you will want to log on the https://online.adp.com/portal/login.html to review your benefits and certify your tobacco status. Dental coverage changes are effective 7/1/2020. Please ensure your defaulted enrollment is as you wish.

At this time you are not required to perform essential functions for the County; however, this may change as the need to ensure continuity of services is maintained. As a result, you may be called into work to perform essential functions. Additionally, you should contact HR_Reception@pima.gov if you are willing to be temporarily assigned to perform work in another County department – you will maintain your title and current rate of pay. HR will maintain an ongoing list and may contact you when a need arises.
Update Your Security Profile in ESS – Update Email Address and Phone Number

This ESS feature will allow you to update your password without a password reset, update your security questions, email address and phone number.

To protect your privacy and ensure that only you can access your personal information, the ESS password expires every six months.

**Browsers:** Internet Explorer, Google Chrome or Safari (Apple)

How to Update Your Security Profile

1. Open the ESS portal: [https://online.adp.com/portal/login.html](https://online.adp.com/portal/login.html)

2. Click the **Update Your Security Profile** link on bottom left of screen.

3. **Security Management Service** opens, enter your ADP ESS portal credentials (same user ID and password). Click **SIGN IN**.
4 Click Continue.

5 Security Profile Welcome screens opens. Under Quick Links you can:

- Update your security questions and answers
- **Update/activate your email address and mobile phone**
- Change your password
6 After updates are made, log out of ESS portal.

**Need Help? Contact the Employee Help Line 520-724-4500**
For questions and help with ESS that are not listed, call the Pima County Employee Help Line at 520-724-4500. You will be presented with the following call menu options to transfer your call to the correct team for assistance.

- eTime, including time off request and payroll related items **PRESS 1**
- Help with Employee Self Service (ESS) Registration or Password reset **PRESS 2**
- Time clocks **PRESS 3**
- Leave Administration (leaves other than sick or vacation) **PRESS 4**
- Benefits **PRESS 5**
- Employee Wellness **PRESS 6**
- Personnel Actions **PRESS 7**
- For Pima County IT Network Operations Center (NOC) **PRESS 8**
- All other questions **PRESS 0**
SUPERVISOR CONVERSATION
WITH EMPLOYEES SENT HOME DUE TO EXECUTIVE ORDER

Due to the Governor’s Order of physical distancing and only providing essential services, you are being sent home on pandemic outbreak leave.

- Pandemic outbreak leave provides for 80 hours of paid leave at 100% of your regular pay rate.
- For employees currently on pandemic outbreak leave, they may use the remainder of this leave.
- After pandemic outbreak leave, employees will be permitted to take Federal Emergency Paid Sick Time (80 hours) due to the stay at home order at 100% pay.

As the processes for many of the services the County provides is fluid, you may be called into work to perform essential functions in your department to include:

- Providing essential functions in the event a current employee needs to take a leave due to COVID-19; or,
- Sharing the burden of providing essential functions equally among staff

_____ Obtain This Information from Employees:

- Personal cell number
- Personal email address
- Instruct employee to update their personal email address in ADP – to continue to have access to ADP
- Forward their work phone line or leave an outgoing “out of office” message on it
- Set an out of office message on their email
- Collect the name and contact phone number for specific computer system vendors for you to request access to the computer system
- If the employee is called in to perform an emergency function, how long will it take them to get to the work site
- Is the employee willing to perform work for the County performing other duties in another department (employee will remain in same title and receive same rate of pay).

***Collect the names of employees who are willing to perform other County essential functions and provide the list to Human Resources at HR.Reception@pima.gov

_____ Provide Hand-out to Employee – Employees Sent Home on Pandemic Leave

_____ Provide Hand-out to Employee – Employee Self Service Update Your Security Profile


_____ Employees should complete their timecards for their Supervisor’s approval. If employee is unable to gain access, they must inform their Supervisor of the leave time to enter into their timecard.