



MEMORANDUM

Date: May 8, 2020

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

From: C.H. Huckelberry
County Administrator

A handwritten signature in black ink, appearing to read "CHH", is written over the printed name "C.H. Huckelberry".

Re: **COVID-19 Premium Pay Guidance**

Board of Supervisors Policy, C 2.9, *Temporary Policy – Novel Coronavirus (COVID-19)*, Section VII, provides for temporary COVID-19 premium pay. Below are two clarifications of that policy:

1. Premium pay can only be applied to regular hours worked or regular overtime, it will not be applied to hours when an employee is not working at risk (i.e. telecommuting, sick, vacation, training, etc.).
2. Premium pay is only in effect during the Governor's Stay-at-Home Order. Once the Stay-at-Home Order is lifted, premium pay will no longer be provided.

CHH/mp

c: Jan Leshar, Chief Deputy County Administrator
Michelle Campagne, Director, Finance and Risk Management
Cathy Bohland, Director, Human Resources