




MEMORANDUM

Date: May 11, 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: **Return to Work Clarification**

This memo addresses ongoing questions concerning the County's return to work protocols.

Should the Governor lift the Stay-at-Home Order on May 15, 2020, all County employees are required to return to work on Monday, May 18, 2020, at the time indicated by their Appointing Authority or their immediate supervisor.

Several County worksites will require you to have your body temperature taken daily prior to going into the workplace. Employees who have a temperature reading of 100.4 F or higher will not be permitted into the workplace.

Emergency Family and Medical Leave Expansion Act (E-FMLA) remains in effect through December 31, 2020. E-FMLA provides up to 12 weeks of job-protected leave to employees with school age children (under age 18) who are affected by a school or daycare closure.

Employees who have continued concerns of workplace safety due to their own compromising medical condition as identified by the CDC, are required to obtain a Medical Provider Attestation form located on the COVID-19 Employee Resource page and submit it to the Human Resources Nurse Liaison, via secured fax at 520-770-4057. This form will permit you to telecommute if you have a position that allows you to telecommute and you have access to needed equipment. If you are unable to telecommute, you are permitted to remain at home and must use compensatory time, vacation leave or sick leave, in that order. Employees who exhaust their leave banks will be furloughed for a period of up to three months.

Employees who have continued concerns of workplace safety due to a household family member's compromising medical condition as identified by the CDC, are required to obtain a Medical Provider Attestation in order to remain out of work. The Medical Provider Attestation form is located on the COVID-19 Employee Resource page and must be provided

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to the Human Resources Nurse Liaison, via secured fax at 520-770-4057. An employee who requests to remain out of the workplace for this reason is required to use compensatory time, vacation leave or sick leave, in that order. Employees who exhaust their leave banks will be furloughed for a period of up to three months.

Employees who prefer not to return to work due to safety concerns should talk to their immediate supervisor to see if they fall into one of the above categories. If the employee does not fall into one of the categories outlined above, the Appointing Authority should be consulted to determine whether it is appropriate for the employee to use compensatory time or vacation leave. Where vacation leave is not approved and the employee does not attend work, the employee will not receive pay and their absence will be considered as an unauthorized absence.

More information can be found on the employee resource page at <https://intranetest.pima.gov/covid-19-employee-resources/>, as well as forms that are required if you fall into one of these categories.

Finally, Appointing Authorities should dissuade any unnecessary visits to the workplace during the pandemic crisis. This includes family members, friends, children, and any other persons that do not have a work-related or legitimate business reason to be in the workplace.

CHH/mp

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