



MEMORANDUM

Date: April 7, 2021

To: The Honorable Chair and Members
Pima County Board of Supervisors

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" in the "From:" field.

Re: **Transition to Standard Telecommute Program Effective July 1, 2021**

The County implemented a pandemic-related telecommuting option for staff affected by the COVID-19 pandemic. Nationwide, we are now entering the fifth month of vaccine administration with over 2 million vaccinations administered daily. In Pima County, we have administered over half a million vaccinations, with one in every five residents now fully vaccinated. As a result, it is recommended to repeal the pandemic-related telecommuting provided in Board of Supervisors Policy C 2.9, *Temporary Policy – Novel Coronavirus (COVID-19)*, Section I(A)(1), effective July 1, 2021, and transition to the Standard Telecommuting Program.

The Standard Telecommuting Program was established in early 2021, and requires all employees and supervisors to complete a Telecommuting Workbook and Agreement and online training, and permits Appointing Authorities to authorize telecommuting for up to four days per week. Each Appointing Authority will make the final determination as to the frequency of telecommuting, taking into account the department's business needs, work team functionality, and continuation of service levels to the public. For employees who have been working remotely for an extended period of time, Appointing Authorities are encouraged to ease these employees back into the workplace, in a phased-in approach, with employees returning to the workplace no later than July 1, 2021.

It is imperative during this transition period and beyond that the County maintain all safety protocols, including temperature checks for employees, vendors, visitors, and constituents; mandatory mask wearing in any public or shared spaces; social distancing; staggered work hours; lowered occupancy for elevators; and quarantine and isolation requirements for employees (when applicable).

If an unvaccinated employee wishes to be vaccinated, they should contact their Appointing Authority, for the opportunity to be vaccinated through the County. For employees who are unable to return to the workplace, it is recommended they contact Human Resources to see if they qualify for an accommodation under the Americans with Disabilities Act.

Attachment

c: The Honorable Kyle Bryson, Presiding Judge, Superior Court
Elected Officials
Appointing Authorities
Jan Leshner, 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

Date: April 7, 2021

To: C. H. Huckelberry
County Administrator

From: Cathy Bohland, Director
Human Resources

Via: Jan Leshner 
Chief Deputy County Administrator

Re: Transition to Standard Telecommuting Program

In March of 2020, the County introduced a pandemic-related telecommuting option to staff. This telecommuting option ultimately was available to those employees who requested to telecommute due to an employee's own compromising medical condition as identified by the Centers for Disease Control and Prevention (CDC), an employee's family or household member with a compromising medical condition as identified by the CDC, an employee's school-age children affected by a school or day care closure or whose school is not fully open for in-person school instruction, or an employee's age of 65 or older.

The pandemic-related telecommuting option served the County well, providing for:

- County employees whose families had new or changing needs due to the pandemic;
- Increased workplace social distancing with fewer employees on-site, in the office at any one particular time; and,
- Decreased incidental exposure to other members of the public related to telecommuting (e.g., stopping and paying for gas, riding public transportation with others).

In early 2021, all telecommuting employees and supervisors were required to complete a Telecommuting Workbook and Agreement, and an online training, developed by the Human Resources Department. This Telecommuting Workbook and Agreement and on-line training outlined and affirmed everyone's roles and responsibilities related to the privilege of telecommuting for the rest of the pandemic and beyond. It will soon be time to transition all staff out of pandemic-related telecommuting and into the County's standard Telecommuting Program established earlier this year. The standard Telecommuting Program allows for an Appointing Authority to permit an employee to telecommute for up to 4 days per work week.

Currently, there are County employees who are telecommuting 100% of the time due to the pandemic, many of whom submitted a Medical Attestation to stay out of the workplace due to their own or their household member's compromising medical condition. Our nation is entering its fifth month of vaccination administration, recently surpassing 2 million vaccinations each day. Here in Pima County, we have administered more than 500,000 shots to our residents and 1 in 5 residents are completely vaccinated. The County is maintaining all of its safety protocols, including temperature checks for employees, vendors, visitors, and constituents; mandatory mask wearing in any public or shared spaces; social distancing; staggered work hours; lowered occupancy for elevators; and quarantine and isolation requirements for employees (when applicable).

It is therefore recommended that the pandemic-related telecommuting that is provided for in Board of Supervisors Policy C 2.9 *Temporary Policy – Novel Coronavirus (COVID-19)*, Section I(A)(1) be repealed effective July 1, 2021. As of that date, any employee who wishes to continue telecommuting will do so under the County's standard Telecommuting Program. The number of days per week an employee will be allowed to telecommute will be determined by their Appointing Authority. Appointing Authorities may also stagger in-person report days so that workplace social distancing can be maintained.

Reverting to the Standard Telecommuting Program permits employees who are telecommuting 100% of the time and have been out of the workplace for an extended period of time to ease back into the workplace. This action also sets the expectations early so employees can make appropriate preparations that would permit their return. Appointing Authorities should be mindful to maintain all existing safety protocols, encourage vaccinations,¹ and to be flexible with their employees who are returning to the workplace by bringing them back in phases, with return of all employees by July 1, 2021. For employees who feel they are unable to return to the workplace, they make seek an accommodation under the Americans with Disabilities Act and Human Resources will assist the employee and their Department in identifying what, if any, reasonable accommodation exists.

¹ Any employees desiring to receive a COVID-19 should contact their Appointing Authority for assistance in obtaining a vaccination through the County.