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# MEMORANDUM

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Date: October 21, 2021

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

From: C.H. Huckelberry  
County Administrator 

Re: **COVID-19 Vaccination Related to Outside and Off-Duty Employment**

On October 19, 2021, the Board of Supervisors indicated that unvaccinated employees will not be given permission for outside employment or off duty employment. Personnel Policy 8-111 requires approval for outside employment. Please review all currently approved forms and determine if the approval has been given to an unvaccinated employee, if so, the approval is to be suspended until the employee becomes vaccinated. The same should occur for Sheriff off-duty employment.

I am asking each department or agency head to report to our Human Resources Department status of their review of outside employment or off duty employment. Any unvaccinated employees who have had their outside employment or off duty employment approvals suspended should be reported to Human Resources.

CHH/sp

c: Jan Leshar, 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 Department