



## PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

**Subject:**

**TEMPORARY POLICY – NOVEL CORONAVIRUS (COVID-19)**

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### **Background**

A public health emergency was declared by the State of Arizona and the Federal government to address the 2019 novel Coronavirus (COVID-19) pandemic. During the pandemic outbreak and community spread, the County intends to provide necessary and required services to the community, while ensuring the safety of its employees.

### **Policy**

This temporary policy is to outline and implement the newly enacted Federal provisions, as well as provide additional County guidelines and address workplace expectations for employees. It applies to all appointed Departments and Elected Official Departments. The policy is effective immediately and will remain in effect until the end of the declaration of emergency, with concurrence by the Pima County Chief Medical Officer. This policy should be read in conjunction with Board of Supervisors Policy D 23.20, *Attendance During Influenza or Other Viral Pandemic Outbreak*. To the extent this policy conflicts with existing policy, procedures or rules, this policy shall supersede. As this is a fluid situation, this policy is subject to change and will be revised as events change.

#### **I. Reduced Services**

In the event that the County is required to provide reduced services, the County has identified what services are essential to provide to the community and will require certain employees to continue working. Examples of required services include, law enforcement and detention positions, public works services and administration functions necessary to support County government.

#### **A. Essential Employees**

Appointing Authorities are required to identify all essential employees that are required to work during a reduction in County-wide services. These employees are those that are necessary to ensure required County services are provided during a reduction in necessary services per Federal, State, or local declaration affecting employees' ability to work. Due to the varied and critical nature of work in Departments, Appointing Authorities have the ability to assign employees who perform nonessential functions to perform essential functions and vice versa, as the need for essential work changes.

1. Telecommuting – **Repealed July 1, 2021 – Revert to Standard Telecommuting Program**

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**II. Federal Families First Coronavirus Response Act (FFCRA)**

The Federal Families First Coronavirus Response Act (FFCRA) goes into effect April 1, 2020, and sunsets on December 31, 2020. FFCRA provides for paid sick time and paid family medical leave for a public health emergency. Federal Emergency Paid Sick Time, whether for self or caregiving, shall be available for immediate use by the employee, regardless of how long the employee has been employed by the County.

**A. Federal Emergency Paid Sick Time - Self**

1. Federal Emergency Paid Sick Time – Self (FEPST-Self) is **effective April 1, 2020 through September 30, 2021**, and provides for up to 80 hours of paid sick leave at the employee’s regular rate of pay where the employee is unable to work, or telecommute, for the following reasons:
  - a. Due to a Federal, State, or local government order to quarantine or isolate;
  - b. Due to a health care provider’s advice to quarantine; or,
  - c. Due to the employee experiencing COVID-19 symptoms and seeking a medical diagnosis.
2. The employee is required to provide documentation from a health care provider that they are seeking a medical diagnosis for COVID-19, whether through a clinic, urgent care, Teladoc, or other healthcare provider. Every effort should be made to not burden the health care system.
3. All documentation must be approved or denied at the Department leave. The Department will submit all documentation to County Human Resources monthly.
4. The rate of pay for an employee taking leave for one of the reasons outlined in section II(A)(1) above will be at their standard rate of pay for a period not to exceed 80 hours.
5. If the employee qualifies for one of the reasons outlined above in Section II(A)(1), they are permitted to use FEPST, pandemic outbreak leave, sick leave, compensatory time, vacation leave, and in some instances, a leave without pay. Employees are not permitted to be on a leave without pay due to quarantine or isolation order (see furlough below).
6. For those employees who qualify for FEPST-Self under Section (A)(1)(c), they should consider filing for the Short Term Disability benefit. Any information regarding the County’s Short Term Disability benefit can be found on-line or by contacting Human Resources-Benefits.
7. FEPST can be taken intermittently for up to 80 hours, based on the employee’s regularly scheduled work hours; however, it must be taken in full day increments.
8. An employee may use FEPST for self or caregiving; however, in no event shall either, whether combined or alone, exceed 80 hours total.

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**B. Federal Emergency Paid Sick Time - Caregiving**

1. Federal Emergency Paid Sick Time – Caregiving (FEPST-Caregiving) is **effective April 1, 2020 through September 30, 2021**, and provides for up to 80 hours of paid sick time at not less than 2/3's of the employee's regular rate of pay where the employee is unable to work, or telecommute, for the following reasons:
  - a. The employee is caring for an individual subject due to a Federal, State, or local government order to quarantine or isolate;
  - b. The employee is caring for an individual due to a health care provider's advice to quarantine;
  - c. The employee needs to care for a child (under 18 years of age) whose school or child care provider is closed or unavailable for reasons related to COVID-19; or,
  - d. The employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services.
2. The employee is required to provide documentation.
  - a. If providing caregiving to an individual due to a health care provider's advice to quarantine, a statement from a health care provider stating such is sufficient.
  - b. If providing caregiving due to a school closure or where a school only provides on-line instruction, any documentation showing that the child is school age and currently attending school is sufficient. Examples may include a recent report card, a current student identification badge, notices of school closure or on-line instruction as the sole option available sent to the employee/parent, or any other relevant documentation. The employee must also attest that there is no other suitable person available to care for their child.
3. All documentation must be approved or denied at the Department level. The Department will submit all documentation to County Human Resources monthly.
4. The rate of Pay for an employee taking leave for one of the reasons outlined in Section II(B)(1) above is not less than 2/3's of regular rate of pay, capped at \$200 per day or \$2,000 total, for a period not to exceed 80 hours.
5. The employee is permitted to supplement their pay by using their leave banks to include pandemic leave, sick leave, compensatory time, or vacation accruals.
6. If the employee qualifies for one of the reasons outlined above in Section II(B)(1), they are permitted to use FEPST, pandemic outbreak leave, sick leave, compensatory time, vacation leave, and in some instances, a leave without pay.
7. FEPST can be taken intermittently, for up to 80 hours, based on the employee's regularly scheduled work hours; however, it must be taken in full day increments.

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8. An employee may use FEPST for self or caregiving; however, in no event shall either, whether combined or alone, exceed 80 hours total.

**C. Emergency Family and Medical Leave Expansion Act Leave (E-FMLA)**

1. The Emergency Family and Medical Leave Expansion (E-FMLA) is **effective April 1, 2020 through March 31, 2021**, and expands FMLA leave by adding a new qualifying absence to the FMLA for “public health emergency leave” that is paid and provides for protected leave. E-FMLA does not increase the amount of FMLA hours an employee receives annually, but expands the reasons for qualifying for FMLA to employees with school age children (under 18) who are affected by a school closure or whose school only provides on-line instruction. FMLA hours remain at 480 (12 weeks) of protected leave.
  2. E-FMLA for School Closures
    - a. Provides 12 weeks of protected leave.
    - b. The first 10 days are unpaid; however, the employee is entitled to use FEPST-Caregiving, pandemic outbreak leave, compensatory time, vacation leave, sick leave, or leave without pay.
    - c. The employee is required to provide documentation as outlined in section II(B)(2)(b). All documentation must be submitted to County Human Resources – Leave Administration, who will approve or deny the request. Where approved, the employee will be placed on FMLA for those FMLA hours that the employee has available.
    - d. The rate of Pay for a qualified employee taking leave for school closure is not less than 2/3's of regular rate of pay, capped at \$200 per day or \$10,000 total, for a period not to exceed 10 weeks.
    - e. The employee may supplement their pay by using their leave banks to include compensatory time, vacation accruals, pandemic outbreak leave, or sick leave, in that order.
  3. E-FMLA can be taken intermittently.
  4. Employees who have been employed for at least 30 calendar days are eligible for E-FMLA.
  5. An employee may use FEPST and E-FMLA; however, in no event shall the combined total exceed 12 weeks leave.

**III. Temporary Assignments**

During the COVID-19 outbreak, when the County is providing full services to the community, an Appointing Authority needing additional employees to assist in providing continuity of services may request temporary assignment of another Department's employees.

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**A. Process**

Every effort will be made to temporarily assign employees from Departments experiencing closures or a shortage of work to assist Departments in need.

1. Departments needing assistance are to complete the Request for Temporary Assignment form located on line and submit it to [HR.Reception@pima.gov](mailto:HR.Reception@pima.gov).
2. Human Resources will match employees from Departments experiencing closures or a shortage of work to a temporary assignment in another Department. Human Resources will notify Grants Management & Innovation and Finance of the change in assignment in order to determine proper funding of the position.
3. Employees on a temporary assignment maintain their work title, home Department, and rate of pay; however, their time may be charged differently.
4. Employees on a temporary assignment may have a change in their work hours and work location.
5. Employees who are provided a temporary assignment and decline, must use their leave banks to include FEPST-Self or FEPST-Caregiving, *if eligible*, pandemic leave, sick leave, compensatory time, or vacation leave.
6. When an employee chooses to go into a leave without pay status, their benefits will be impacted, e.g. retirement credits, health care benefits, leave accruals, etc. Employees may contact Human Resources-Benefits for more information.

**IV. ANNUAL LEAVE**

**A. Annual Accumulation**

During the period of the COVID-19 outbreak, essential employees may not be permitted to use their annual leave due to the need to maintain continuity of operations. As a result, Appointing Authorities may submit a memo to the County Administrator by January 15, 2021, requesting approval for their essential employees to carry over an amount of annual leave in excess of two hundred forty (240) hours. An essential employee authorized to carry over additional hours is expected to reduce their annual leave balance to two hundred forty (240) hours no later than their anniversary date in 2022. If the employee has annual leave in excess of two hundred forty (240) hours upon their anniversary date in 2022, the excess will automatically be transferred to sick leave pursuant to personnel policy 8-105(G). Employees who terminate during this timeframe with an excess of two hundred forty (240) hours of annual leave accrued will be paid out their full balance.

**V. COVID-19 FURLOUGH**

**REPEALED IN PART** – COVID-19 Furlough is only available to employees who do not have sufficient work to perform as determined by their Appointing Authority. For any employees who remain on furlough as of August 17, 2020, they are required to return to work no later than August 24, 2020. Failure to return to work may result in an unauthorized absence per Personnel Policy 8-109, *Absences Without Leave*.

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**A. Purpose**

Due to the COVID-19 outbreak, there are employees who are unable to attend work for various reasons or insufficient work is available for employees to perform. As a result, several employees have been sent home and placed on various types of leaves. As the length of the COVID-19 crisis is unknown, employees may run out of available leaves to take in which to receive continued pay. Therefore, when an employee exhausts all possible leave banks, and is unable to return to work and/or unwilling to take a temporary assignment when available, the employee shall be placed on COVID-19 furlough. This action is necessary and vital to ensure that employees can file for unemployment and continue to receive money during this period of time.

**B. Definition**

COVID-19 furlough is temporarily placing an employee in a non-pay, non-duty status or in essence, placing the employee on a type of leave of absence without pay. During the period of time on the COVID-19 furlough, the employee remains an employee of the County. The COVID-19 furlough will not affect an employee’s continuous service, length of service, or anniversary date.

**C. Process**

1. Employees are permitted to utilize their Pandemic Outbreak Leave and FEPST-Self/FEPST-Caregiving pay(s) as outlined in policy. After exhaustion of these pay hours, an employee must use compensatory time, vacation leave, and sick leave, in that order. Once an employee has exhausted all available leave accruals, the employee will be placed on COVID-19 furlough.
2. Every pay period, Human Resources will run a report to identify employees with 80 or fewer hours of remaining accruals and who do not have sufficient work to perform as determined by their appointing authority. Of the identified employees, Human Resources will provide the employee a Notice of Placement on COVID-19 Furlough which the employee can use as documentation to file an unemployment claim with the Department of Economic Security (DES). Human Resources will also create a Personnel Action Form (PAF) and provide a copy of the Notice of Placement on COVID-19 Furlough and PAF to the employee’s Department.
3. Human Resources will process the PAF and place both the Notice of Placement on COVID-19 Furlough and PAF in the employee’s official personnel file.
4. The employee will remain on COVID-19 furlough until such time as they are called back to work. During the time that an employee is on COVID-19 furlough, the employee remains a County employee.
5. Employees who are on COVID-19 furlough are not permitted to perform any County work tasks, to include responding to work-related emails and phone calls. Employees are required to return all County equipment and devices to the workplace, to include lap tops, SurfacePros, County-issued, cell phones, keys, door access cards, and County identification badges. Please contact your direct supervisor to arrange this.

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- Employees on COVID-19 furlough do not accrue vacation or sick time, do not receive holiday benefit, or County-sponsored leaves (to include, but not limited to, parental leave, bereavement leave, humanitarian leave, Family and Medical Leave Act leave, etc.) short-term disability benefits, workers' compensation, or retirement system contributions.

**D. Request for Placement on COVID-19 Furlough - REPEALED**

- Any employee who is currently not working due to COVID-19 and using accruals can request to be placed on COVID-19 furlough by completing a Request for Placement on COVID-19 Furlough form available on line. Employees should note that if they choose to request COVID-19 furlough, unemployment benefits do not go into effect until exhaustion of all outstanding leave banks. Therefore, for an employee who has a large amount of available accruals, it may be the better practice to wait until available accruals are reduced before requesting COVID-19 furlough in order to allow DES time to process claims for those individuals in need of immediate assistance. It is recommended that only those employees who have fewer than 120 hours of available accruals request COVID-19 furlough.
- The employee requesting COVID-19 furlough must submit the completed form to Human Resources at [HR.Reception@pima.gov](mailto:HR.Reception@pima.gov).
- Upon receipt of the form and verification of available accruals, Human Resources will issue the employee a Notice of Placement on COVID-19 Furlough. Human Resources will also create a Personnel Action Form (PAF) and provide a copy of the Notice of Placement on COVID-19 Furlough and PAF to the employee's Department.
- Human Resources will process the PAF and place both the Notice of Placement on COVID-19 Furlough and PAF in the employee's official personnel file.

**E. Benefits**

- For a period of three (3) months, the County will pay the employer's portion of the insurance premiums. After three months, and in accordance with Administrative Procedure 23-4, when an employee is in an unpaid leave of absence such as COVID-19 furlough, the employee is responsible for payment of both the employee and the employer portion of the insurance premiums in order for coverage to continue and to avoid cancellation or a lapse in coverage. See Administrative Procedure 23-4 for processing of payments.

**F. Appeal**

Placement on COVID-19 furlough is neither appealable nor grievable.

**VI. MASKS**

- Due to community spread of COVID-19 and changing guidance of how the virus is transmitted, employees are required to wear a mask in common areas, lobbies, and elevators of all County buildings. Masks are also required where proper physical distancing is not possible or where there is not a protective barrier. The wearing of masks is required

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for all employees and members of the public. If an employee is unable to wear a mask due to a medical reason, the employee must provide medical documentation to the HR Nurse Liaison.

**B.** Pima County and/or security will provide masks to employees and members of the public if they need a mask. Employees are permitted to purchase simple cloth masks or can create their own homemade masks. Employees should not attempt to obtain facemasks used by health care professionals such as N95 masks, due to the short supply. If wearing a mask, it should:

- a. Fit snugly but comfortably against the side of the face;
- b. Be secured with ties or loops;
- c. Include multiple layers of fabric;
- d. Cover the nose and mouth
- e. Allow for breathing without restriction; and,
- f. Be able to be laundered and machine dried without damage or change to its shape.

**VII. Temporary COVID-19 Premium Pay (only in effect during a stay-at-home order)**

**A. Definition**

Employees who have frequent, unavoidable contact with the public and place themselves at greater risk for contact with the COVID-19 virus due to being unable to adequately distance themselves from others in the course of performing “front-line” work, are eligible for COVID-19 premium pay.

**B. Eligible Employees**

Eligible employees include, but are not limited to, certain law enforcement, corrections, and animal care positions, medical service positions, counter positions interfacing with the public that are responsible for processing payments, etc.

**C. Process**

- 1. Appointing Authorities are required to identify positions necessitating COVID-19 premium pay and request County Administrator approval for those positions to receive the extra pay.
- 2. Upon approval, the Appointing Authority shall submit the approval and a (PAF) for each employee identified/approved to receive the COVID-19 premium pay to Human Resources for processing. The requests can be sent to [HR.Records@pima.gov](mailto:HR.Records@pima.gov).
- 3. Human Resources is responsible to apply the COVID-19 premium pay in the system.

**D. Amount of COVID-19 Premium Pay**

- 1. Employees identified and approved for COVID-19 premium pay shall receive \$2.00 on top of their regular hourly rate of pay. For those individuals who are currently receiving Special Assignment Pay, those individuals would receive an increase in their current

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amount of Special Assignment Pay, representing the COVID-19 premium pay increase, up to the maximum of \$2.00 per hour total.

2. The COVID-19 premium pay is not in addition to an employee's current Special Assignment Pay they receive.

**VIII. Process for quarantine**

**A. Definition**

A quarantine effects employees who have had close contact (6 feet or under for 15 or more minutes) with a confirmed COVID-19 person, but when the employee is not yet known to be symptomatic/ill.

**B. Process for exposure to COVID-19 outside the workplace**

1. Employees are required to report close contacts as defined by the CDC (6 feet or under for 15 minutes or longer) with a confirmed positive COVID-19 person to their supervisor who must then report the exposure to Human Resources. Human Resources will contact the employee to verify whether or not the employee has had close contact as defined by the CDC and will notify the employee and the employee's Department when the employee may return to work.
2. Where close contact is confirmed, the employee will be required to quarantine (remain out of work) for 14 consecutive calendar days from the last date of contact with the exposure.
3. The time period of concern with regard to close contact exposure includes any time a person is symptomatic and confirmed positive for COVID-19, as well as the 48 hours prior to the person becoming symptomatic. Close contact during such time period will require an employee to quarantine.
4. If the employee is in a position that **would** permit them to telecommute, the employee will be authorized to telecommute during the 14 day quarantine period. If at any time during the quarantine the employee exhibits symptoms or falls ill, the employee shall immediately notify their supervisor of their illness. The 14 day quarantine period resets at day 1 upon the first signs of symptoms. At this point, the employee is only permitted to telecommute with the approval of the Appointing Authority and an assessment of whether the employee's condition permits them to continue to perform their standard work duties with no negative impact on Departmental service levels or employee work performance. Where the employee is unable to telecommute, the employee may use any available leave accruals to include FEPST, pandemic outbreak leave, compensatory time, sick leave and vacation leave, in that order.
5. If the employee is in a position that would **not** permit them to telecommute, the employee is required to quarantine for the 14 day period and use any available leave accruals to include FEPST, pandemic outbreak leave, compensatory time, sick leave or vacation leave, in that order. If at any time during the 14 day quarantine the employee exhibits symptoms or falls ill, the employee shall notify their supervisor of

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their illness. The 14 day quarantine period resets at day 1 upon the first signs of symptoms and the employee may continue to use any available leave.

6. Should an employee exhaust all available leave during the quarantine period, the employee may request to be furloughed. If the employee is not exhibiting symptoms or illness, the employee is required to return to work after the 14 day quarantine period whether it resulted from the date of last contact with the confirmed COVID-19 person or after the 14 day quarantine from the onset of the employee's own symptoms.
7. The employee's supervisor is responsible to complete the employee's time card to reflect the accurate hours worked or leave used to include, telecommute, FEPST, pandemic outbreak leave, compensatory time, sick leave or vacation leave, in that order.

**C. Process for exposure to COVID-19 at the workplace**

1. Any employee who has a confirmed COVID-19 test must immediately notify their supervisor who must then report the exposure to human resources. Human resources will guide the department through the notification and reporting process, to include identifying employees in the workplace who may have experienced a close contact with the confirmed COVID-19 case.
2. The Human Resources Nurse Liaison will contact the infected employee to verify whether or not the employee has had close contact (as defined by the CDC) with any other County employee.
3. The time period of concern with regard to close contact exposure includes any time a person is symptomatic and confirmed positive for COVID-19, as well as the 48 hours prior to the person becoming symptomatic. Close contact during such time period will require an employee to quarantine.
4. If the employee is in a position that **would** permit them to telecommute, the employee will be authorized to telecommute during the 14 day quarantine period. If at any time during the quarantine the employee exhibits symptoms or falls ill, the employee shall immediately notify their supervisor of their illness. The 14 day quarantine period resets at day 1 upon the first signs of symptoms. At this point, the employee is only permitted to telecommute with the approval of the Appointing Authority and an assessment of whether the employee's condition permits them to continue to perform their standard work duties with no negative impact on Departmental service levels or employee work performance. Where the employee is unable to telecommute, the employee may use any available leave accruals to include FEPST, pandemic outbreak leave, compensatory time, sick leave and vacation leave, in that order.
5. If the employee is in a position that would **not** permit them to telecommute, the employee is required to quarantine for the 14 period and use either pandemic outbreak leave or federal emergency paid sick time (FEPST). If at any time during the 14 day quarantine the employee exhibits symptoms or falls ill, the employee shall

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notify their supervisor immediately of their illness. The 14 day quarantine period resets to day 1 upon the first signs of symptoms.

6. Where the employee is on quarantine due to a close contact in the workplace, and has exhausted all FEPST and pandemic outbreak leave, the County shall provide up to 80 hours total of paid quarantine leave to use during the quarantine period. The employee is required to return to work after the 14 day quarantine period, unless the employee is exhibiting symptoms or is otherwise ill, at which time, the 14 day quarantine period resets at day 1 upon the first signs of symptoms. Upon onset of symptoms the employee and/or employee's Department must contact the Human Resources Occupational Medical Manager.
7. The employee's supervisor is responsible to complete the employee's time card to reflect the accurate hours worked or leave used to include, telecommute, FEPST, pandemic outbreak leave, or paid quarantine leave, in that order. Employees who have experienced a close contact to a confirmed COVID-19 case in the workplace, are not required to use compensatory time, sick leave or vacation leave, during the 14 day quarantine period.

**D. Discussions in the workplace**

Human Resources will work with a COVID-19 infected employee and the employee's Department to conduct contact tracing to identify any co-workers who may have had a close contact (6 feet or under for 15 or more minutes) in the workplace. The identity of an employee who tests positive for COVID-19 will not be released to employees, unless express permission from the infected employee has been granted. Absent express permission, only employees who have a direct need to know will be advised of the employee's identity such as an immediate supervisor, Appointing Authority, or specified Human Resources staff. An employee may provide permission to the immediate supervisor or Human Resources staff to release their name but only for the purpose of helping to identify close contact(s) in the workplace.

Once identified, a Department is required to inform an exposed employee of a known close contact that takes place in the workplace, complete and submit required paperwork to the Human Resources Occupational Health Unit. Any employee concerned about a possible workplace exposure should contact their immediate supervisor or human resources. All efforts should be made to refrain from spreading unfounded workplace exposure rumors or personal medical information of others in the workplace.

**IX. In-Person School Closures**

It is necessary to provide departments and employees with school-aged children options, where possible, to manage school closures ensuring the public service needs of the community are met. These options are available in instances where only on-line school is available or where there is a choice between in-person instruction and on-line instruction. These options are available through October 16, 2020, and will be re-evaluated as that date approaches. Documentation is required to support requests.

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**Approval of options are at the Appointing Authority's discretion** who must ensure maintenance of County operations. As such, some employees may be required to work in a County facility one or more days per week to meet these operational demands. Requests will be evaluated based on the totality of the circumstances including the Department's operational needs, the employee's individual circumstances, and what other options may be available to the employee. Where leave is requested, every effort should be made to take the leave intermittently.

**A. Options**

1. Telecommuting is permitted for employees who perform duties that are conducive to working off site. The employee's expected level of job productivity and work quality must be maintained, and if productivity and work quality cannot be sustained, the employee may request intermittent leave for time the employee is unable to work while assisting their child with schooling.
2. E-FMLA and FEPST (if available and employee is otherwise eligible) are permitted for those employees whose child only has access to on-line instruction due to the COVID-19 pandemic. Where in-person instruction is available, E-FMLA and FEPST cannot be utilized.
3. Available leave banks can be used to include compensatory leave, vacation leave, and sick leave, in that order.
4. Where employees are unable to telecommute and no leave is available, an employee may request up to 240 hours of School Leave which is an unpaid leave. Employees with no in-person school option due to the COVID-19 pandemic or with a child with documented medical needs will be prioritized for leave approval. Employees who choose to keep their child(ren) at home when an in-person option is available may still make a leave request; however, it may not be granted due to operational needs.

References: Pima County Merit System Rules and Personnel Policies  
Americans with Disabilities Act (ADA)  
Fair Labor Standards Act (FLSA)  
Family and Medical Leave Act (FMLA)  
Health Insurance Portability and Accountability Act (HIPAA)  
General Duty Clause of the Occupational Safety and Health Act (OSHA)  
Section 5(a)(1)

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