

AGENDA MATERIAL

DATE 5-13-20 ITEM NO. RA4



PIMA COUNTY

To: Chuck Huckelberry, County Administrator

From: Ramón Valadez, Chairman
Pima County Board of Supervisors

Re: Questions on the Telecommuting Policies

Date: May 12, 2020

According to the April 7, 2020, memorandum regarding Telecommuting Guidance, if an employee falls under anyone of the following five conditions:

- a. Employee has a compromising medical condition as identified by the CDC;
- b. Employee has a family household member who has a compromising medical condition as identified by CDC;
- c. Employee has a child (under 18) affected by a school or daycare closure;
- d. Employee is over 65 years of age or;
- e. Employee is part of a federal, state, or local shelter-in-place order and can provide the required public services remotely and said services will be verified by electronic surveillance capability of the County. (See section Director, Appointing Official, Supervisor Responsibility)
 - At present, May 12th, are they are eligible for telecommuting?
 - How many employees are currently telecommuting?
 - Should the Governor's Stay At Home Executive order expire, are they still eligible? And, what are the changes going forward while under the Governor's Emergency Declaration instead?
 - What would constitute verification under conditions a-d? How long will employees have to finish the verification process?
 - If a household member has a verified compromising medical condition, is an employee eligible for telecommuting? Is elder care included in this category?

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- If an employee has a child (under 18) and school or daycare is closed due to COVID-19, are they eligible for telecommuting?
- Does a supervisor/manager, department head or appointed authority have discretionary authority in granting telecommuting on a case-by-case basis, or is there a process? If so, what is the process?
- Is there an effective manner to measure efficiency and productivity of telecommuting policy? Obviously, the metric may vary department to department.
- For those employees who return to work, what expectation should they have in their workplace to prevent the spread of COVID-19?
- Is there any flexibility in usage of leave type (sick/vacation/pandemic)?