



ADMINISTRATIVE DIRECTIVE

SUBJECT  <b>DOWNTOWN ALLOWANCE AND DISCOUNTED TRANSIT PASSES</b>	NUMBER <b>2.01-1H</b>	PAGE <b>1 of 1</b>
	PAGE ISSUE DATE <b>February 1, 2018</b>	

**I. PURPOSE**

The city shall provide a downtown allowance to certain employees working in the downtown area who cannot utilize an assigned city vehicle and who are not provided with parking by a city department. The city further encourages the use of alternative transportation by employees.

**II. DOWNTOWN ALLOWANCE POLICY**

**A. Allowance and Designated Locations** - An allowance of \$25.00 per month shall be paid to permanent and probationary civil service employees, elected officials, paid interns, and appointed employees working in the downtown areas bounded by 6<sup>th</sup> Street as the North boundary, 12<sup>th</sup> Street as the South boundary, Interstate 10 as the West boundary and 4<sup>th</sup> Avenue as the East boundary, unless not eligible as described in Section B, below.

**B. Employees Not Eligible For Downtown Allowance** - Permanent and probationary city civil service employees, elected officials, and appointed employees, working within the downtown boundaries who utilize an assigned marked city vehicle for all or part of their commute or are provided parking by a city department are not eligible to receive the allowance. Additionally, permanent and probationary employees and appointed employees of the Tucson Police Department, Fire Department, and the Tucson Convention Center are not eligible to receive the allowance.

**III. DISCOUNTED TRANSIT PASSES**

In support of alternative modes of transportation, the city offers a discounted bus pass to all employees.

**Forms (Attached to AD 2.01-1)**                      None

**References**                                      Tucson City Code Chapter 10

**Review Responsibility and Frequency**                      The Director of Human Resources will review this directive annually, based on date of publication

**Authorized**

  
\_\_\_\_\_  
City Manager

3/7/18  
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Date

Michael J. Ortega