



MEMORANDUM

DATE: March 16, 2020

TO: ELT

FROM: Michael J. Ortega, P.E.
City Manager

SUBJECT: COVID-19 Pandemic Human Resources Guidelines

After discussion with the Human Resources (HR) Director and review of the Administrative Directives and general HR best practices, the following guidelines are immediately operative for City of Tucson employees:

In accordance with [Sick Leave AD 2.01-7B section E \(4\)](#):

Contagious or pandemic preparedness – When a supervisor observes an employee exhibiting flu or other symptoms of a potentially contagious illness, the supervisor may place the employee on Sick Leave and require the employee to seek medical attention and provide a Health Care Provider note before the employee can return to work.

Employees are directed to stay home if they are sick or if anyone in their home is sick.

NOTE: For the purposes of COVID-19 related medical issues, employees will **NOT** be required to submit a Health Care Provider note. The City of Tucson will follow Centers for Disease Control and Prevention (CDC) guidelines for employees to return to work. [What to Do if You are Sick with or Exposed to COVID-19](#)

In the event an employee has exhausted all accrued leave options (including but not limited to: sick, personal, vacation, compensatory time, floating holiday, administrative leave) employees who need to take leave due to the COVID-19 pandemic will be allowed a sick leave deficit in the form of Paid Negative Leave of up to 104 hours. This leave will be repaid through the employee's future sick leave accruals. Paid Negative Leave hours are not accruable and not used as hours worked for the calculation of overtime pay.

In order to activate Paid Negative Leave, Departments will be required to submit a request to HRSupport@tucsonaz.gov with the following information:

Subject Line: Paid Negative Leave Request
Employee First Name, Last Name and Employee ID Number
Effective Date of Leave (If TFD employee, please identify if Suppression)

Once the employee returns from Paid Negative Leave, Departments will be required to submit a request to HRSupport@tucsonaz.gov with the following information:

Subject Line: Paid Negative Leave - Return to Work
Employee First Name, Last Name and Employee ID Number
Effective End Date of Leave
(If TFD employee, please identify if Suppression)

Employees may use any available leave for the purpose of staying home with children due to school or day care closures.

A telecommuting policy is being drafted in response to the COVID-19 pandemic. The policy will be implemented to provide Directors authority to make decisions on conducting COT business operations remotely.

Use this link, www.tucsonaz.gov/manager/covid-19-updates, for ongoing COT employee related updates and/or guidelines regarding COVID-19.