

COVID RELIEF PAYMENT FAQs

10/27/2020

1) What is the difference between qualifying for Tier 1 (\$500) or Tier 2 (\$250)?

Those who qualify for Tier 1 must have physically worked, and been required to work, in the field, office, or workplace at least 50% of the time during the period of review. All other eligible employees will receive the Tier 2 payment. Those employees who used any type of leave, teleworked, or any combination of leave use and teleworking 50% or more during the period of review will qualify for Tier 2. See Question 2 for the "period of review."

2) What time period is being reviewed for the COVID Relief Pay?

Mayor and Council directed the City to award COVID Relief Pay to eligible City employees based on the Governor's Stay Home Order which was in effect 5:00 p.m. March 31 through 11:59 p.m. May 15, 2020. Leave time and hours worked were calculated based off the nearest pay period beginning and end dates aligning with the Stay Home Order. The pay periods used for review and calculation include: pay period beginning 3/29/20 through pay period ending 5/23/20.

3) What is an "eligible employee?"

Eligible employees are all employees who were actively employed during the time period of the Governor's Stay Home Order and active at the time of the payout in November.

4) When will the COVID Relief Pay be paid out?

At this time, the City plans to issue payment to eligible employees on 11/19/20.

5) Will employees who worked during the Governor's Stay Home Order but have since left the City, or will separate before the planned pay out date, still qualify for the COVID Relief Pay payout?

No. To qualify, employees must have been actively employed during the time period of the Governor's Stay Home order and must be active at the time of the payout in November (planned for 11/19/20). If an employee started employment after the period of review OR has since separated, they will not receive a COVID Relief Pay payout.

6) How were "physical/actual hours worked" calculated?

Actual Hours Worked are calculated using the same methodology applied for determining FML eligibility. This includes all non-leave codes where actual work was performed (regular hours worked, overtime, comp time accrual, and straight time paid for hours worked over 40). Holidays are excluded from calculations (Cesar Chavez Day).

Average Actual Hours Worked is the calculation that determines the percentage of time worked [Average (Actual Hours Worked) for the time period PPB 3.29 through PPE 5.23].

7) That was a complicated answer to a "simple question." Can you provide an example, please, and explain further? Just tell me how my Tier determination will be calculated, please.

Sure! Hopefully this helps:

Employee A is a full-time employee (1.0 FTE) and has an 80-hour Standard Work Week. Over the four pay periods of review (PPB 3/29/20 through PPE 5/23/20), the employee works 232 physical/actual hours. This is an average of 58 Actual/Physical Hours Worked ($232/4 = 58$) per pay period. Next, we divide the average

Actual/Physical Hours Worked (i.e. 58) by the number of hours in the employee's Standard Work Pay Period (i.e. 80). The result is 72.5%. This is the percentage of time allocated to actual/physical hours works.

Anyone below 50% is automatically placed in Tier 2 as they did not physically work at least 50% of the time in the review period and cannot qualify for Tier 1. For those over 50% (like the example with Employee A), departments next determined the percentage of time of the Actual/Physical Hours worked the employee teleworked or had the option of teleworking. If the combined leave and telework/option of telework percentage is at or exceeds 50%, the employee is placed in Tier 2. If the combined leave and telework/option of telework percentage is less than 50%, the employee is placed in Tier 1.

The Standard Work Pay Period for part-time and non-permanent employees are determined by their designated Full-Time Equivalent (FTE). An employee who is designated as a 20-hour part-time employee is calculated as a 0.5 FTE and 40-hour Standard Work Pay Period.

Employees on the Fire Suppression Schedule have a Standard Work Pay Period of 112 hours.

8) Who determined how much time an employee teleworked vs. worked in the office/field/workplace?

Department Directors worked with supervisors and HR staff to determine the amount of time an employee teleworked and/or was eligible to telework (i.e. had the option to telework and not required to physically report to the field/office/workplace).

9) Will I qualify for Tier 1 if I reported to the office/workplace but was not required to? In other words, I had the option of teleworking but opted to continue working in the office/workplace?

No. Tier 1 employees must have been required to report to the field/office/workplace and physically worked in the field/office/workplace at least 50% of the time during the period of review. Employees who had the option of working from home or teleworking but instead reported to the office/workplace will qualify for Tier 2.

10) I was able to telework but had to come into the office occasionally or on a rotating basis, will I qualify for Tier 1 or Tier 2?

Generally speaking, you will probably qualify for Tier 2. If your chain-of-command required you to report to the field/office/workplace at least 50% of the time, after factoring in any leave used (see above), you would qualify for Tier 1.

11) How will part-time and non-permanent employees be treated?

Part-time and non-permanent employees are eligible for COVID Relief Pay and will be paid a pro-rated amount based on how much they physically/actually worked during the period of review.

12) How was leave time calculated?

Leave time excluded from actual/physical hours worked includes the sum of all leave taken by an employee during the period of review (PPB 3/29/20 – PPE 5/23/20).

13) What leave and payroll codes are used for calculating "leave time?"

All leave codes which include, but are not limited to, all City Pandemic leave, FFCRA Emergency Sick leave, personal sick and vacation leave, comp time use, bereavement leave, FML, military leave, paid parental leave, etc. are included in the calculation of leave time use.

- 14) Why is approved vacation, sick, pandemic leave, etc. “counted against me” in determining for which Tier I qualify? I may have used leave, but otherwise physically reported to work 100% of the time.**

To qualify for Tier 1, an employee must have, and been required to, physically report to the field/office/workplace at least 50% of the time. For those on leave, for whatever reason, did not incur the same level of work-related risk or exposure as those who reported to work and did not use leave during the period of review.

- 15) What codes are included for “physical/actual hours worked?”**

This includes all non-leave codes where actual work was performed (regular hours worked, overtime, comp time accrual, and straight time paid for hours worked over 40).

- 16) I’m a front-line worker who was required to work 100% in the field with the public every day and was regularly exposed to COVID-19 as a result of my job. I qualify for Tier 1 (\$500) but why is the City also awarding others who were able to use leave and/or work from home with COVID Relief Pay, as well.**

Those employees who used leave and/or were given the option to telework 50% of the time or more will qualify for Tier 2 if they were active during the time period in review and active at time of the payout. Mayor and Council still wanted to provide some relief to those employees who helped with the continuation of the operations of the City during the Governor’s Stay Home Order as a gesture of appreciation. Many employees had to obtain or increase internet speeds at home, purchase ink or office supplies, etc. to contribute to the City’s mission of delivering exceptional service to the People of Tucson.

- 17) My own healthcare provider mandated I stay home and I used leave. Will this leave time be used in the calculation of total leave used and count against me for qualifying for Tier 1?**

Yes. All leave, regardless of the reason, is used in the calculation of total leave. If the combined leave and telework/option of telework percentage is at or exceeds 50%, the employee is placed in Tier 2.

- 18) What if I was an active employee but on leave the entire time (i.e. any combination of military, worker’s comp, pandemic, personal leave, etc.), do I still qualify for Tier 2 COVID Relief Pay?**

Yes, so long as you were an active employee during the time period of review and remain an active employee at the time of the payout. Non-permanent, seasonal, or temporary employees not on some form of officially coded leave during that time period do not qualify.

- 19) While I had the opportunity to telework or work virtually, I chose to come to the workplace a majority of the time to complete my work during the Stay Home Order timeframe. As a result, I had a greater risk of work-related exposure to COVID-19 than those who actually teleworked. Why don’t I qualify for Tier 1?**

Tier 1 is for employees who did not have the option of teleworking and were required to report to the field/office/workplace during the period of review. Those who teleworked or had the option of teleworking a majority of the time qualify for Tier 2.

- 20) To whom should I speak if I have questions about which Tier I qualify for or I disagree with the Tier in which I was placed?**

Department Directors have the final say on determining for which Tier an employee qualifies. Employees may reach out to their chain-of-command, Department Director’s Office, or HR Satellite teams if they have questions.