

City of Tucson

City Manager Town Hall FAQs: April 29, 2020

Category	QUESTION	RESPONSE
Furlough	Will Police and Fire be immune from furloughs and / or pay cuts?	Furloughs will be considered based on both needs of the city and the economic impact of continuing operations at full capacity, in each department.
Furlough	Will furloughs effect the probationary period? If furloughed 2 weeks, will my probationary period be extended by 2 weeks?	If the employee is off more than 3 weeks due to furlough, then the probation shall be extended.
Leave Approval	"Many of us are not able to telecommute for unknown reasons, & are trying to use the FFCRA leave but, are having a hard time. H.R. is asking we go in on a daily basis for 2.40 hours or use our own time. Instead of twice a week to complete our 12 hours a week (1/3 of our shift). How is this conducive to productivity of our job, and to help spread the COVID-19?	Without knowing the circumstances surrounding this request from HR, or the department this pertains to, it is difficult to provide a response. Please submit an email to HRCOVID19FAQ@tucsonaz.gov so that we can look into this situation.
Leave without Pay	If we take LWOP will there be discipline	Leave without Pay (LWOP) requires Director approval. Failure to return from an approved LWOP may be coded as Absent without Leave (AWOL, which can lead to formal discipline. For issues related to COVID-19, there are many leave options, as well as redeployment opportunities. Additionally, LWOP requires that all other accrued paid leave is exhausted.
Other	Hello, if you have a loan from the city loan program. Do you know if you get furloughed or volunteer to furlough, can the monthly repayment be deferred for a payment or two?	Please direct questions regarding employee loans to the loan administrator. The Customer Service phone number for TrueConnect is (561) 270-5981, and their website is: https://trueconnectloan.com/
Hiring	My department is hiring a deputy director, with a very high salary package. Why is the COT hiring freeze not applied in my department?	The COT Hiring Freeze will scrutinize all requests to fill positions, with the exception of commissioned public safety personnel at police and fire, and public safety communications line staff we are freezing all hiring, as mentioned in the March 17 message from the City Manager. Based on the needs of the city and the needs of the department, hiring may be approved by the City Manager's Office. Requests will be reviewed on a case by case basis and the overall budget for the respective department must generally stay neutral.

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Personal Leave	The increased need of employees in essential work positions requires that they postpone vacation plans. In your last update, you advised that the 288 hour earned vacation leave limit could not be increased due to liability issues. Would it be possible to increase the 56 hour alternative leave limit for employees to be able to share leave with co-workers who may exhaust their accounts?	Thank you for your suggestion, these options will be taken into consideration.
SICK LEAVE	You mentioned the sick leave incentive rumor wasn't true but then you just answered wellness incentive question stating it's gone, and that paying out sl is gone. To be more specific, upon retirement/leaving, will accrued SL be paid out still and will it be counted towards years of service still.	As mentioned in the March 17 message from the City Manager, the \$250 Wellness Attendance Incentive has ended at this time. The sick leave payout retirement incentive has not changed, and the specific policy for sick leave at separation is referenced in the Sick Leave Administrative Directive . Your sick leave payout may be based on your retirement tier you fall under.
Reporting to Work	If we had a co-worker that has been exposed to COVID and we worked with him, shouldn't we also be sent home due to possibly being exposed by him?	Please review the exposure vs. encounter definitions on the COT Employee Resources website for more guidance, and consult with your HR Manager for next steps as needed. Supervisors should also refer to the Mandatory Leave and Return protocols posted on the COT Employee Resources page for COVID-19
EMPLOYMENT	Are people who were recently promoted (and are therefore currently on probation) at risk of having to return to their old positions?	Employees on recent promotions do not have rights to that position until they pass the promotional probation, however, if the individual had passed probation in other classifications, they would have rights to those positions within the same department.
CITY FUNDS	How is the City of Tucson pandemic leave being funded?	The City of Tucson pandemic leave is being funded from the City of Tucson budget.
EMPLOYMENT	If on loan from one department to another and have been for over a year, but not PARFd, is it possible to be without an increase in pay at least until the City recovers?	Volunteers for furloughs, reduction in hours/pay are options the City is currently considering. Please submit an email to HRCOVID19FAQ@tucsonaz.gov with your specific situation if we did not capture the essence of your question.

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Reporting to work / Safety	Rumor of F&M employee wanting to work nights due of contact concerns, but F&M (not all) aren't wearing masks when in the building. I highly doubt this would be something that would be approved due to shift differential. Care to shed any light on this?	Without knowing the circumstances surrounding this situation, it is difficult to provide a response. Please submit an email to HRCOVID19FAQ@tucsonaz.gov so that we can provide more information.
Safety/In-Office Protocol	What is the current city protocol when an employee reports that either him/her or a family member has tested positive for the corona virus?	Mandatory Leave and Return protocols are listed on the COT Employee Resources page, listed under the Leave section.
EMPLOYMENT	I have heard that management personnel have been working a lot of extra hours. Wouldn't it make sense to delegate the "extra work" tasks to employees that do not have enough work instead of letting managers do the work that employee could do?	Thank you for your suggestion. The City is making every effort to keep our employees gainfully employed and will consider all options.
Reporting to Work	Employers are supposed to be more flexible during this time, as well as the employees. Going into the office is a must for my position. Not being able to telecommute IS the employee being more flexible. Can the COT please, meet their employee's halfway?"	Departments have been instructed to be flexible and create ways to distribute work and limit employees being in the office as needed, based on the needs of the city and business operations. However, Department needs vary and Director's will be making the decisions for their respective departments working with the City Manager's Office. COT has created many business operations adjustments to continue workflow and operations for all staff, including the flexibility to work from home, providing technology, training on new software, and taking suggestions as needed. Without knowing the circumstances surrounding this situation, it is difficult to provide a response, and other options may be available. Please submit an email to HRCOVID19FAQ@tucsonaz.gov so that we can provide more information and suggestions.
CITY FUNDS	Is it possible to add a temporary tax on certain items, such as food, in order to stem a drop in other revenue streams?	Thank you for your suggestion. No new taxes are being considered at this time.

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CITY FUNDS	Why not offer Bonds or options, like golden parachutes, to cash them in at maturity or fatter times in lieu of furloughs, pay cuts, or layoffs	Thank you for the suggestion.
CITY FUNDS	is \$1million were giving away in loans reimbursed by Feds? If not, is that a wise expense.	Yes, the \$1 million no-interest loan program for small businesses is being funded by money from the federal CARES Act.
RETIREMENT	Would the city look at an option of paying into the pension system to for employees close to retirement?	The City is not currently considering any retirement incentives
EMPLOYMENT	If everything's on the table, are the following being considered: 2nd language pay, skill-based pay and downtown parking allowance?	Yes, everything is being considered. However, the City is not currently looking to eliminate any of the compensation items you mentioned.
Reporting to Work / Safety	Prior to reopening is a clear testing protocol for city employees going to be made? A team is currently working on requirements for reopening.	Considering the current testing availability in our community. Testing for all city employees seems unlikely at this point, but that situation could change in the future
Info Technology	Trials on programs on my work laptop and other co-workers have expired and we are not able to work until they renew the trial or license. Administrators have been contacted yet we have yet to hear anything. I am a sitting duck. Any way we can get that settled?	IT is working with departments to meet employee needs during telework. Please have the appropriate representative from your department notify your Business Relationship Manager from IT.
Reporting to Work	If buildings are closed to the public but employees are still coming in, could we select 1 day (or more) per week when employees do NOT come in. This should help reduce spending on utilities and cleaning. Perhaps departments will move towards a shortened work week after we "reopen".	Thank you for your suggestion. A team is currently working on plans to reopen.

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OTHER	Recently transgender bathroom signs showed up all at the main police station. What is the policy that governs transgender people being allowed to use the bathroom of their choice or the legalities to a small child being in the bathroom at the same time as a person of the opposite sex?	The City of Tucson's organizational practice and expectation is that employees have the right to use the facilities that correspond with their gender identity. This is considered a transgender-inclusive policy and practice. All employees (and members of the public) have the right to determine the most appropriate and comfortable option for themselves. For example, a person who identifies as a man should be permitted to use the men's restroom/locker rooms, and a person who identifies as a woman should be permitted to use the women's restroom/locker rooms. The placards are posted on restroom doors to alleviate any confusion or ambiguity about the department and city's rules associated with transgender restroom access. TPD received guidance from the City's Human Resources and legal personnel regarding the language on the placards.
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