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DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2020-013

MEMORANDUM

To: All Line Department and Agency Heads
From: Director, Department of Administration
Subject: **Novel Coronavirus (COVID-19)**
RE: Pay Differential Calculation - Revised

Buenas yan Håfa Adai! The compensation calculation of the COVID-19 differential pay for those employees identified as "essential employees" and are required by their respective appointing authorities to work under hazardous or environmental conditions as set forth by Executive Order 2020-08 in one of the following three (3) categories:

- **Category 1: Twenty-five percent (25%)** pay differential to essential employees in the course of their duties are in direct contact or in close physical proximity to a population infected with or may be reasonably suspected to be infected with COVID-19. Such positions may include, but not limited to sworn public safety/law enforcement, health care providers, and other positions performing essential critical mission duties; **or;**
- **Category 2: Fifteen percent (15%)** pay differential to essential employees in the course of their duties may incidentally come into contact with or close physical proximity to a population infected with or may be reasonably suspected to be infected with COVID-19. These employee may also be providing humanitarian services or direct public assistance to the general public; **or;**
- **Category 3: Ten percent (10%)** pay differential to essential employees whose positions do not allow them to telework and are mandated to perform their job duties at physical worksites pre-determined by their agency heads, required by the Government's response to the COVID-19 pandemic.

Any employee identified to receive a pay differential in one of the categories identified above, will be paid the differential for the whole shift worked at the highest category for the shift and not just the hours of exposure as indicated in DOA Circular 2020-012. Should you have any questions, please contact the Department of Administration, Human Resources Division at 475-1288 or 475-1141. **Dångkolo na Agradesimientto!**


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