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DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2020-015

MEMORANDUM

To: All Line Department/Agency Heads and employees
From: Director, Department of Administration
Subject: **Payment of COVID-19 Pay Differential Payment**

Buenas yan Håfa Adai! In accordance with Executive Order 2020-08, dated on April 5, 2020, a mechanism was designed to compensate employees that may be exposed while working during the pandemic. The Department of Administration, Payroll Section will be processing payment of the COVID-19 pay differential on **Friday, May 08, 2020** for pay periods ending on April 11, 2020 and April 25, 2020. Therefore, departments/agencies who have not submitted their weekly employee IPS timesheets are reminded to do so no later than close of business on Friday May 01, 2020.

As a reminder, employees identified as "essential employees" and are required by their respective appointing authorities to work under hazardous or environmental conditions shall receive compensation based on their hourly rate in one of the following three (3) categories below:

- **Category 1: Twenty-five percent (25%)** pay differential to essential employees who 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 who 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 employees 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.

Should you have any questions, please contact the Department of Administration, Human Resources Division at 475-1288 or 475-1141. ***Dångkolo na Agradesimiento!***

EDWARD M. BIRN