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**DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2023-021**

To: All Line Agency and Department Heads  
From: Director, Department of Administration (DOA)  
Subject: Typhoon Emergency Compensation

***Buenas yan Hafa Adai!*** Pursuant to §6226, Title 4 of the Guam Code Annotated and Section 8.406D of the Personnel Rules and Regulations, employees shall be compensated as follows:

- NON-ESSENTIAL employees occupying permanent positions in the classified or unclassified service shall be granted administrative leave. This includes employees on annual leave, sick leave and those who were stranded off island due to flight cancellations as a result of the airport's condition.
- ESSENTIAL employees occupying permanent positions in the classified or unclassified service shall be granted overtime pay and administrative leave.
- ESSENTIAL employees occupying permanent positions in the classified or unclassified service whose regularly scheduled work hours do not fall within the emergency period shall be granted overtime pay only. For example, law enforcement, DPW and healthcare personnel.
- ESSENTIAL employees who are not occupying permanent positions in the classified service shall be entitled to overtime pay. For example, temporary, LTA and contracted personnel.

Essential employee are those employees determined by the agency head to be necessary for providing essential or absolutely necessary services.

Under typhoon conditions 1 and 2, overtime pay is defined as double the regular rate. Upon return to condition 4, overtime pay reverts back to time and one-half the regular rate.

The above provisions exclude agency heads and their assistants.

For your easy reference, below is the timeline of changes in conditions that were released by the Joint Information Center in relation to Typhoon Mawar:

- Per JIC Release No. 5, Guam was placed in condition 2 at 8:00PM on Sunday, May 21<sup>st</sup>.
- Per JIC Release No. 15, Guam was placed in condition 1 at 1:00PM on Tuesday, May 23<sup>rd</sup>.
- Per JIC Release No. 30, Guam was placed in condition 4 at 5:00PM on Friday, May 25<sup>th</sup>.

Should you have any questions or concerns, please contact our Payroll Division at 475-1195 or 475-1268.  
***Dangkolo na Agradesimiento!***

 Edward M Birn  
Date:2023-06-05  
T13:47:41+10:00

EDWARD M. BIRN

References: Title 4, Guam Code Annotated, §6226  
Department of Administration's Personnel Rules and Regulations, Section 8.406D  
[Guam Homeland Security - Office of Civil Defense | GHS OCD - Government of Guam](#)