

**PORT OF GUAM**

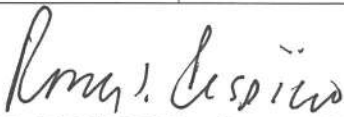
ATURIDAT / PUETTON GUAHAN

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Website: www.portguam.com**Lourdes A. Leon Guerrero**
Governor of Guam**Joshua F. Tenorio**
Lieutenant Governor**POLICY MEMORANDUM NO. 2020-GM02**

To: All Employees	Subject: Procedures and Guidelines on the Application of the COVID-19 Response Differential Pay
Effective Date: 6-8-2020	Revision Date:
Approved by:  RORY J. RESPICIO, General Manager	

I. DISCUSSION:

On March 14, 2020, Governor Lou Leon Guerrero via Executive Order 2020-03 placed Guam in a State of Emergency because of the effects of COVID-19 on the island.

Executive Order 2020-08 dated April 5, 2020 established a COVID-19 Response Differential Pay for *“essential employees of the Government of Guam to continue their work for the purposes of eliminating or reducing immediate threats to life, public health, or safety where their work could expose them to the coronavirus.”*

The policy provides the COVID-19 Response differential pay will be in addition to any hazardous duty differential pay already determined by the Guam Occupational Safety & Health Administrator (GOSHA), and such differential pay for the hours worked to a hazardous condition. It also established three (3) categories:

1. 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
2. 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 employees may also be providing humanitarian services or direct public assistance to the general public; or

3. 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.

The Port adopted measures to reduce the risk of employees contracting COVID-19 virus and ensure the workplace will not be mode of transmission. A Port Clinic was established on March 23, 2020 and manned by healthcare professionals. The clinic is open 24/7 and visits totaling 12,000 plus.

On May 8, 2020, the Governor declared Guam to be in Pandemic Condition of Readiness ("PCOR") 2 which allowed limited activities to operate under moderate restrictions.

Through Executive Order 2020-16, dated May 28, 2020, the Governor opened all Government of Guam offices, agencies, and departments to recommence public operations effective June 1, 2020. The executive order also discontinued Category 3 of the COVID-19 Response Differential Pay. However, Categories 1 and 2 of the COVID-19 Response Differential Pay plan shall continue to be provided to those employees who are found to be eligible for such hazardous pay.

- II. **PURPOSE:** To provide standard procedures and guidelines for the use by Division Heads and Payroll and timekeeping personnel to properly record, compute and/or process payments to employees for their COVID-19 Response Differential Pay.

Through Department of Administration Circular No. 2020-013, dated April 20, 2020, "*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 2020-12.*"

Furthermore, through Executive Order 2020-08, dated April 5, 2020, "*The Director of the Department of Administration or the equivalent of in the case of autonomous and semi-autonomous agencies, shall implement a COVID-19 Response differential pay policy for employees working in support of the public health emergency and in areas necessary for the elimination or reduction of immediate threats to life, public health, or safety, whose work could expose them to the coronavirus.*"

This policy supersedes all previous correspondence regarding the COVID-19 Response Differential Pay. And, such shall be guided by Executive Order 2020-08 and Executive Order 2020-16, whichever is applicable.

- III. **SCOPE:** This policy shall apply to all Port Authority of Guam employees.

IV. RESPONSIBILITIES:

- A. Employees shall be responsible to promptly notify their supervisor and/or division head of potential exposure to the COVID-19 environment.
- B. Supervisor/Division Head shall be responsible to submit to their superiors the necessary documentation for concurrence/non-concurrence and General Manager for his approval/disapproval and coordinate the processing of employees' timesheets to reflect the COVID-19 response differential pay.
- C. Payroll personnel shall be responsible for processing the COVID-19 response differential pay as indicated on the documentation and promptly notifying division heads of any corrections or errors.

V. PROCEDURE:

Unlike other Government of Guam agencies or departments who have satellite offices manned by their employees around the Island, Port employees are assembled in offices inside or within the vicinity of the Port terminal yard on Cabras Island. Although social distancing and preventive measures have been implemented, exposure by tenants, vessel crew members, public or even co-workers who may be infected by the virus would have an overwhelming impact on the Port's manpower resources.

During the pandemic crisis, there were exposure of about thirty-eight (38) employees whose family members were tested positive. These employees voluntarily placed themselves in a quarantine environment for a maximum of three (3) weeks and received clearance from their primary physicians or Department of Public Health to return to work.

As we all settle into the "new normal" of social distancing and practicing safe hygiene measures, the Port continues to focus on the safety, health, and well-being of the employees.

In the event employees in their course of duties become in direct contact or in close physical proximity to a population infected with or may be reasonably suspected to be infected with COVID-19 or may incidentally come into contact with or close physical proximity to a population with or may be reasonably suspected with COVID-19, the following procedure shall be adhered to request for compensation of the COVID-19 Response Differential Pay:

1. The division head shall submit weekly Emergency Individual Payroll Summary (IPS) timesheets reflecting the employee's location, exposure to the COVID-19, a brief description of exposure and the differential pay category recommended to their superiors and respective Deputy General Manager for concurrence or non-concurrence and final approval/disapproval by the General Manager.

2. The original timesheet shall be forwarded to Payroll Section of the Finance Division, with a copy to division head.
3. Timekeepers will input the approved COVID-19 Response Differential Pay onto the employee's bi-weekly timesheet.
4. Payroll personnel will promptly notify the supervisor/division head of any corrections or discrepancies in pay immediately upon discovery.

VI. AUTHORIZED SIGNATORY: Final approval of all COVID-19 Response Differential Pay requests will be the General Manager.