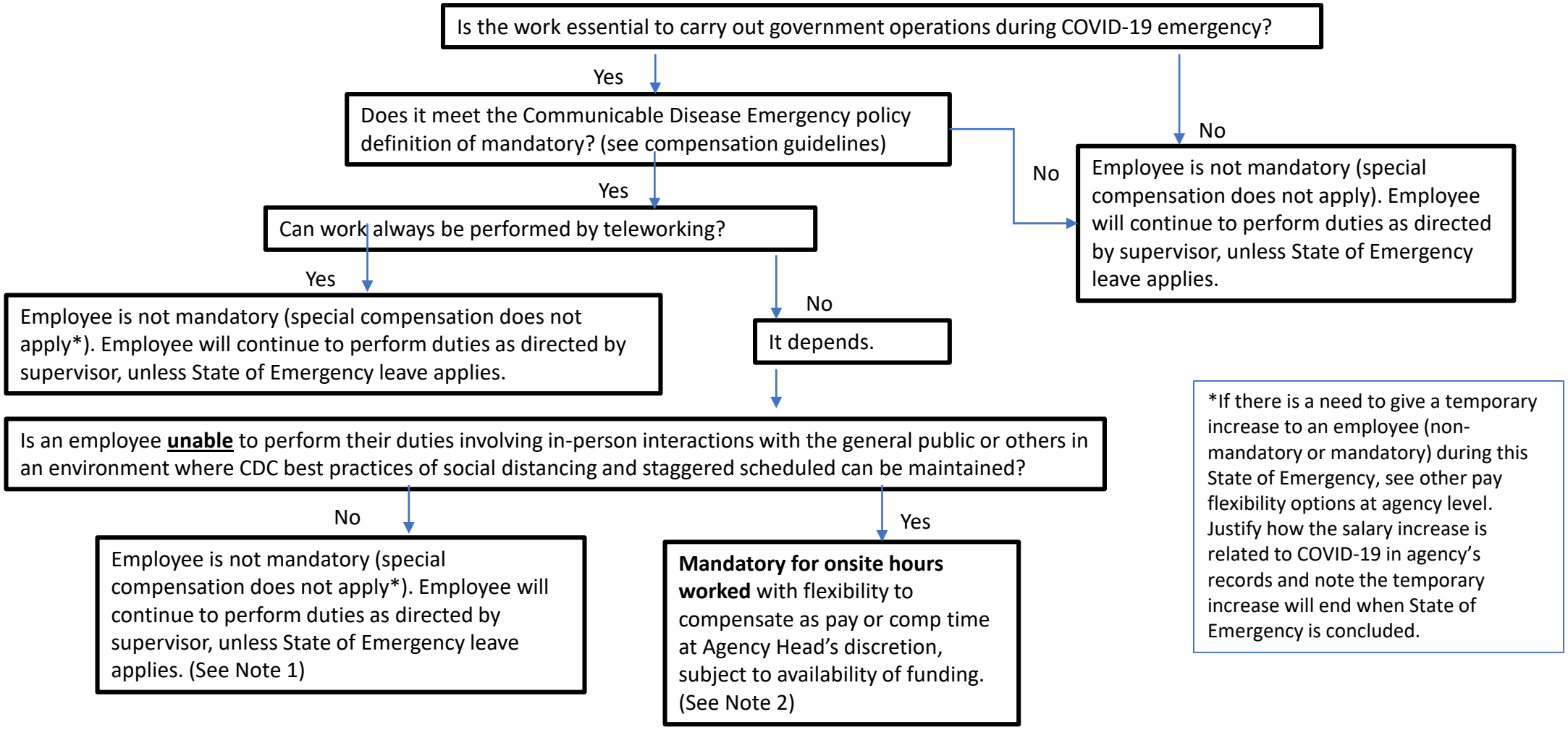
COVID-19 MANDATORY OR NOT MANDATORY DECISION GUIDE

(Applies when an agency is closed, or management determines only mandatory employees are required to report to the worksite.)



*If there is a need to give a temporary increase to an employee (non-mandatory or mandatory) during this State of Emergency, see other pay flexibility options at agency level. Justify how the salary increase is related to COVID-19 in agency's records and note the temporary increase will end when State of Emergency is concluded.

Notes:

1. **Agency Head has final decision** for designating mandatory employees for purposes of this COVID-19 event.
2. 1.5 payment depends on the classification (highly paid professionals and leaders are not eligible without approval of Agency Head)