



## MEMORANDUM

**TO:** Geraldine Danforth, Human Resources Director

**FROM:** Tehassi Hill, Chairman  
COVID-19 Core Decision Making Team *Tehassi Hill*

**DATE:** March 31, 2020

**SUBJECT:** Suspension of Premium Pay and All Temporary Pay Increases, March 23, 2020

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On March 23, 2020, the COVID-19 Core Decision Making Team (*COVID-19 Team*) issued the above declaration. The declaration was intended to stop new wage adjustments, not affect existing wage adjustments. Discussion with the Finance COVID-19 Team (*Finance Team*) identified the recommendation was forward looking, not addressing existing wage adjustments. Those wage adjustments in place prior to the declaration were authorized for employees who had taken on additional duties or were had already begun mentoring for higher level or critical positions.

An earlier request had been made to the COVID-19 Team regarding wage adjustments and had been denied because no authority for granting exceptions had been made within the declaration. However, upon review of the request, discussions with the Finance Team, and discussions with the Human Resources Department, it has been determined that the application of the declaration was not clearly identified and that led to the Human Resources Department to narrowly implement the declaration to include retro-active application.

The following section of the declaration regarding wage adjustments is interpreted as a forward application to new requests made and not implemented on and after the date of adoption of the declaration.

1. That all premium pay, temporary pay increases, interim duties, holiday pay, parental leave, exercise paid time, and similar actions shall not be authorized during the Public Health Emergency.

If there are further questions, please contact the COVID-19 Team.