*This guidance is based on information as of March 19, 2020. It may be updated as policies and/or circumstances may change.*

* All DOA employees will be paid during the shutdown, including temporary and part-time employees.
* Employees determined essential are required to work either from home or on site.
* Work time can be a full day or shift or part of the day or shift.
* Staff and functions deemed essential may expand or contract depending on the length of the closure and services needed.
* There are no guaranteed essential hours.
* Employees who are able to work remotely, should work remotely.
* To the extent possible, essential personnel who must report to work, should do so on a staggered basis (alternating shifts or days).
* Meetings of more than 10 people should be cancelled or held virtually.

Employees who are actively working are paid 1.5x their normal pay for ***every hour worked whether they are working remotely or on site.***

**For example:**

1. Jennifer is an essential employee who is at home. Her manager calls and asks her to complete a project that takes 2 hours. Jennifer will be paid 5.5 hours at her regular salary and 2 hours at 1.5x her regular salary
2. Frank is an essential employee who works at the airport. He clocks in and out as he would normally. Frank will be paid 1.5x his normal salary the entire time he is clocked in at the airport.
3. Susan is a non-essential employee who is at home. Circumstances have changed and her manager needs her to complete a project that takes 4 hours. Susan will be paid 3.5 hours at her regular salary and 4 hours at 1.5x her regular salary.
4. James is a non-essential employee who is called in to the airport. He clocks in and out as he would normally. James will be paid 1.5x his normal salary the entire time he is clocked in at the airport.

**Timekeeping**

Self service employees should enter their time into Oracle Time and Labor online.

For hours designated as essential work, use the following codes:

* **Essential Onsite 1\_5** (for on-site work)
* **Essential Offsite 1\_5** (for off-site (remote) work)

For the remainder of hours use the code:

* **COVID Excused Time**

**For all other employees, DOA timekeepers will enter time into Oracle or Kronos**

* For non-essential, at home, not working employees, no action needs to be taken.
* Employees who are working onsite and normally clock in and out should continue to do so.
* Employees who are working remotely should complete the timekeeping form and email it to their supervisor, their payroll clerk and Virna Mitchell at [virna.mitchell@phl.org](mailto:virna.mitchell@phl.org)