



**PROCEDURES
EXECUTIVE AND LEGISLATIVE BRANCHES
DEPARTMENT OF PERSONNEL MANAGEMENT**

SECTION:	SALARY AND WAGE ADMINISTRATION	NO. 20-VII-005
SUBJECT:	SPECIAL DUTY PAY PROCEDURES	RELEASE DATE: 4/08/2020
CROSS REFERENCE:	Navajo Nation Personnel Policies Manual § VII(L) and NOVEL CORONAVIRUS DISEASE (COVID-19) OUTBREAK	REVISION DATE:
REVIEW:	DEPARTMENT OF JUSTICE	DOJ REVIEW DATE: 04/08/2020

PURPOSE

Pursuant to the Executive Order No. 001-20, the Navajo Nation Office of the President and Vice President (OPVP) declared a State of Emergency due to the confirmation of the COVID-19 Virus in areas surrounding the Navajo Nation and closed the Navajo Nation government offices. President Nez extended the closure of the Executive Branch by Executive Order No. 002-20.

Some employees continue to work during the COVID-19 pandemic because of the essential nature of their position to allow the government to continue to operate and provide services to the Navajo People. This includes personnel that are working the front lines of the Navajo Nation government's pandemic response and those employees who are designated by the Division Director or OPVP as "Essential Employees" as directed by Executive Order No. 002-20. As such, they are "on call" for purposes of Section VII(L) of the Personnel Policies Manual.

APPLICABILITY

Pursuant to the authority set out in Section VII(L) of the Personnel Policies Manual, and subject to available funds, full-time and part-time employees who are on call during the COVID-19 Pandemic are eligible for Special Duty Pay. Employees may receive Special Duty Pay while holding a position designated by the Division Director or by the Office of the President and Vice-President to be eligible for such pay. Such positions first must be designated as "Essential Personnel" under Executive Order No. 002-20. The Division Director or OPVP may then apply additional criteria to deem such Essential Personnel eligible for Special Duty Pay, including whether such employees are required by their duties to be physically in their office or in the field directly responding to the pandemic.

DEFINITIONS

Special Duty Pay: For purposes of these procedures, "Special Duty Pay" means additional pay for being on call and performing essential government services during the COVID-19 pandemic.

Hours Worked: The time an employee spends on the work premises or at a designated work place performing services of benefit to the Navajo Nation, including documented work performed while telecommuting.

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Subject to available funds, Special Duty Pay will be paid for all hours worked from the date of the issuance of the Executive Order No. 001-02, until the Navajo Nation government is re-opened by Executive Order of the President.

Special Duty Pay will not be paid when the employee is on Leave Without Pay, including because of a suspension arising out of disciplinary action, unless that disciplinary action is reversed by the Office of Hearings and Appeals or the Navajo Supreme Court.

For non-exempt employees, as defined by the Navajo Nation Personnel Policies Manual, Special Duty Pay shall be calculated as one-and one-half times the employee's usual hourly pay rate, as stated on the employee's current Personnel Action Form.

For Exempt Employees, the Division Director or OPVP may approve a lump sum payment in an amount within their discretion, subject to available funds.