


MEMORANDUM

Date: May 12, 2020

To: Executive Team and PAR Contacts

From:  Aaron Donato, Labor Relations Manager

Re: COVID-19 Related Overtime Must be Paid as Wages

Dear Executive Team and PAR Contacts:

Effective Saturday, May 16, 2020, overtime recorded on an employee's timesheet using the program code "COVID" must be paid as wages.

Compensatory Time Off (CTO) is not authorized for overtime worked related to COVID-19 due to the federal grant's requirement that all funds be dispersed by December 31, 2020. Because employees can bank CTO indefinitely, authorizing CTO for COVID-19 related overtime is inconsistent with the terms of the federal grant.

Please communicate this information to employees, supervisors, and managers, as needed.

If you have any questions about this memorandum or the attachment, please do not hesitate to contact me at 916-808-5816.