



Ministry of Finance

BUREAU OF PUBLIC SERVICE SYSTEM

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July 2, 2020

BPSSfn-2020-003

To : All Ministers
All Directors

Cc : Chiefs, Managers & Supervisors

Fr : Terralyn R. Nabeyama
Director

Re : Presidential Directive No. 20-41

Dear Honorable Ministers and Directors:

As you are aware, His Excellency Tommy E. Remengesau Jr. signed Presidential Directive No. 20-41 yesterday, July 1, 2020 permitting adoption of compressed (40-hour work week) schedules until December 31, 2020. The Directive aims at improving physical and mental health, as well as allowing employees to spend more quality time with family and partaking in social and cultural activities.

The directive further instructs the BPSS to provide administrative guidance and assistance, to relevant management officials of the Executive Branch wishing to implement compressed work-week schedules at their respective ministries and/or bureaus.

The BPSS is pleased to offer its assistance to all of you. Please feel free to contact us via e-mail or telephone should you require assistance. Please keep in mind the following when considering and/or implementing compressed work schedules.

1. Compressed work schedules are voluntary. Each employee who volunteers to work a compressed work schedule must complete the attached consent form and return it to BPSS.
2. As usual, employees are required to work 40-hours per week

3. Employees who work less than 40-hours are subject to Public Service Rules & Regulations and must be authorized to work less hours (e.g. apply for and approved to take Annual or Sick Leave)
4. Employees who are directed to work more than 40-hours per week must be authorized to work overtime. Overtime work must be requested for and approved in advance.
5. An employee on a compressed schedule is entitled to overtime only for hours he/she is directed to work and does work beyond the compressed schedule. For example, if an employee is scheduled to work a compressed 10-hour day, the employee is not entitled to overtime pay for hours 9 and 10. However, if the employee then continues to work for a total of 12 hours, the employee is eligible for overtime pay for hours 11 and 12 provided prior approval has been granted, or when in emergency situations.

During these challenging economic times, this is a great opportunity for us to realize savings in fuel and vehicle maintenance costs for those offices that provide employees with free transportation to and from Ngerulmud, as well as, savings in utility costs when offices are closed one day more than usual.

While we hope that the shorter work week and the benefit of an extra day off will motivate employees to be more satisfied, focused and efficient, we need to keep in mind that not all ministries and/or bureaus are able to implement compressed work schedules, and as such we must ensure all employees put in their required hours of work.

Please ensure that your respective employees are cognizant of these requirements and most especially that public services remain uninterrupted and remain at optimal levels at all times.

The BPSS kindly requests that each office adopting a compressed work schedule submit a copy of that schedule, along with consent forms for record-keeping purposes. Thank you.



COMPRESSED WORK-WEEK CONSENT FORM

I, _____ (Print Name), employed as a _____ (Position Title),
by _____ (Division/Bureau/Ministry) choose to work a compressed work
week, and understand that I am not required to do so.

By volunteering to work a compressed work schedule, I acknowledge the following:

- I will be compensated for ordinary hours worked
- I will not receive overtime pay unless I work over 40 hours in one week
- Overtime work must be requested for and approved in advance
- I understand that the compressed work week may not be available after December 31, 2020.

Signature

Date