



Arizona Department of Corrections Rehabilitation & Reentry

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TO: Financial Services Payroll Unit and All Timekeepers

FROM: Richard Evitch, Assistant Director, Financial Services 

DATE: April 24, 2020

SUBJECT: 8% Critical Services Pay Stipend

A COVID-19 related **Critical Services Pay Stipend of 8%** has been approved for eligible ADCRR employees. This stipend is reserved for those providing care or oversight to a contained population. The stipend is effective April 8, 2020.

The stipend applies as follows:

- All correctional series staff whose primary work assignment is a state prison complex
- All non-correctional series staff whose primary work assignment is a state prison complex
- All correctional series staff and non-correctional series staff assigned to the Maricopa Reentry Center and Pima Reentry Center while offenders remain housed there
- Employees may receive the 25% Hazardous Duty Pay stipend **OR** the 8% Critical Services Pay stipend. Both stipends cannot be received.
 - If an employee who is receiving an 8% Critical Services Pay Stipend performs approved 25% Hazardous Duty Pay Stipend activities, the employee will receive the 25% Hazardous Duty Pay Stipend for the specific hours worked for those activities.
 - Once the 25% Hazardous Duty Stipend Pay Activities are completed, the 8% Critical Services Pay Stipend will resume.
 - Please refer to the April 22, 2020 25% Hazardous Duty Pay Stipend payroll bulletin for additional information on the Hazardous Duty Pay Stipend.
- Other staff with a primary work assignment that is not a state prison complex shall consult with their local chain of command for eligibility.
- At the agency's discretion, this stipend may be adjusted or suspended if agency fiscal resources cannot support it.

Additional information on the administration of this stipend is forthcoming. Use of the pay code is subject to audit.

Thank you for your careful attention and assistance.