



TONGA GOVERNMENT GAZETTE

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THE PUBLIC SERVICE WORK CONDITIONS AND LEAVE ENTITLEMENTS COVID-19 SPECIAL INSTRUCTIONS 2020

PART III - WORKING CONDITIONS AND ENTITLEMENTS

IN THE EXERCISE of the powers conferred by Sections 6g, 23A of the Public Service (Amendment) Act, 2002 and its corresponding Policies and Instructions, the Public Service Commission makes the following addition to the special instructions:

PART IV – SPECIAL INSTRUCTIONS FOR COVID-19 – WORKING CONDITIONS AND ENTITLEMENTS

8. In the event of a lockdown related to COVID-19;

- (a) Employees who are deemed essential staff as approved under the Emergency Lockdown Declaration are required to report to work, either at their normal respective places of work, or at Government approved bases.
- (b) All other employees are to work from home per flexible workplan arrangements of their Ministry's Emergency Response Workplan (Action plan). Set tasks and work arrangements (flexible workplan) for each employee working from home shall be the responsibility of, and at the discretion of the employee's CEO;
 - (i) The discretion of the responsible CEO shall be made according to the evolving situation regarding the flexible workplan.
 - (ii) All employees during a Lockdown period may be entitled to their salaries. In the case of employees working from home, this shall be subject to confirmation from the CEO that the employee was responsive to the Ministry during work hours, and that the employee duly and satisfactorily completed tasks which were set by the Ministry for that employee.

Made at Nukuálofa on 03 April, 2020

 Simione Sefanaia

Chairman, Public Service Commission

**NGAAHITU'UTU'UNIMAKEHE KIHE NGAUE FAKAPULEANGALOLOLONGAAE COVID-19 FELAVEIMO
EMONUIALIVIPEAMOEMAKATUUNGA 'O ENGAUE 2020**

KONGAIII-NGAAHIMAKATUUNGA 'O ENGAUEPEAMOENGAAHIMONUIA

I HONO NGAUEAKI 'o e ngaahi mafai kuo foaki e he Kupu 6g, 23A 'o e Lao (Fakatonutonu) ki he Ngaue Fakapuleanga, 2002 pea mo hono ngaahi Tuutuuni mo e Fakahinohino felavei, oku fakahoko ai 'e he Komisoni Ngaue Fakapuleanga a e tanaki koeni ki he ngaahi tuutuuni makehe ko'eni:

**KONGAIV-NGAAHITUUTUUNIMAKEHE KIHE COVID-19-MAKATUUNGA O ENGAUEPEAMO E
NGAAHIMONUIA**

8. Oka hoko ha fakataputapui felavei mo e COVID-19;

- (a) Ko e kau ngaue oku lau ko e kau ngaue fiemau vivili ("essential staff") 'a ia kuo osi fakangofua i he malumalu o e Fakaha Fakataputapui Fakafokifa (Emergency Lockdown Declaration) 'e fiema'u kenau lipooti ki he ngaue, ki he feitu'u ngaue angamaheni pe ko ha feitu'u fakapule'anga kuo 'osi tali ke fakahoko mei ai 'a e ngaue.
- (e) Ko e kotoa o e kau ngaue kehe oku fiemau kenau fakahoko ngaue pe mei api 'o fakatatau ki he ngaahi fokotuutu ngaue fakafaingofua a ia oku ha i he palani ngaue fakafokifa (Emergency Response Workplan) 'a e Potungaue. Koe ngaahi fatongia moe fotuutu ngaue (palani ngaue fakafaingofua) (flexible) ki he tokotaha ngaue takitaha oku ngaue mei api koe fatongia moe mafai ia 'o e Ofisa Pule Ngaue a e tokotaha ngaue koia o anga pehe ni;
 - (i) Koe faitu'utu'uni 'a e 'Ofisa Pule Ngaue kuopau ke fakahoko ia 'o makatu'unga 'i he natula feliuliaki 'o e tukunga fakangaue pea moe fokotu'utu'u ngaue fakafaingofua (flexible workplan).
 - (ii) Koe kotoa 'o e kau ngaue fakapule'anga 'e malava pe kenau ma'u vahenga 'i he lolotonga 'a e vaha'a taimi 'o e fakataputapui (lockdown). 'I he'ene felavei moe kau ngaue 'oku fakahoko fatongia mei 'api, 'e makatu'unga eni ia 'i hono fakapapau'i 'e he 'Ofisa Pule Ngaue ko e tokotaha ngaue na'a ne taliui ki he ngaahi fiema'u 'a e Potungaue lolotonga a e taimi ngaue angamaheni, pea koe tokotaha ngaue na'e tonu mo fakafiemalie 'ene fakakakato 'a e ngaahi ngaue kotoa pe na'e fokotu'u 'e he Potungaue ma'ae tokotaha ngaue koia.

Fa'u 'i Nuku'alofa 'i he 'aho 03 'Epeleli, 2020

Simione Sefanaia

Sea, Komisoni Ngâue Fakapule'anga

BY AUTHORITY:

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