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GOVERNOR



RYKER WADA  
DIRECTOR

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**STATE OF HAWAII**  
**DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT**  
235 S. BERETANIA STREET  
HONOLULU, HAWAII 96813-2437

April 1, 2020

TO: Department Directors, Deputies and Human Resource Officers

FROM: Ryker Wada, Director *Ryker J. Wada*

SUBJECT: Request for Departments' Employee Category

Aloha Directors, Deputy Directors and Human Resource Officers,

Please find attached an Excel spreadsheet containing all your department's permanent employees. We are asking all executive branch departments to fill in the form indicating how your employees fall into one of three categories as detailed in DHRD's memo dated March 17, 2020 ("**CONFIDENTIAL – 15 Days to Slow the Spread of COVID-19**"). As a reminder, the 3 categories are:

1. **Essential-function employees** as determined by the Department they are employed by;
2. Employees who have **non-essential functions and can work remotely via tele-work**; and
3. Employees who have **non-essential functions and cannot work remotely via tele-work** or otherwise.

On the far right of the Excel spreadsheet, please find three columns corresponding to these categories. Please fill in the box with an "X" for each of your employees. We will not only be using this information for reporting purposes but reserve the right to share this information for possible use by Incident Command under General Kenneth Hara.

**Please complete the above by close of business on Monday April 6, 2020.** File(s) are to be emailed to: Ryker Wada, Andrew Garrett (Deputy Director), Sherry Shishido (branch manager of DHRD Personnel Transactions) and Raynell Yee (branch manager of DHRD Classification) as noted on the cc line.

If you have any questions, please feel free to contact me.

With Aloha