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**DEPARTMENT OF ADMINISTRATION ORGANIZATIONAL CIRCULAR NO.: 2024-020**

To: All Line Agency and Department Heads  
From: Director of Administration  
Subject: **Employees and Contract Workers**

***Buenas yan Hafa Adai!*** In order to avoid confusion regarding the status of government employees, agencies should note the following:

1. Employment by Government

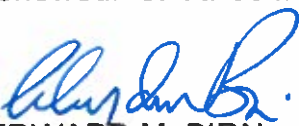
Government employees, classified and unclassified, are statutory employees when the Government makes an offer of employment, and the employee accepts it. Government employees are entitled to benefits: pension benefits, may choose to contribute to the Government Health Plan and after the statutory period life insurance benefits. These benefits may not be varied. At the end of the year, employees receive a W-2.

2. Contractual Self-Employed Providers

Providers may be engaged to provide services including personal services by means of a contract. Such providers are self-employed and may not participate in benefits available to employees. Such contracts may not be varied to include benefits. At the end of the year, self-employed providers receive a 1099-NFC.

Employees may be full-time, part-time, limited term or temporary as funding or the situation dictates.

Any existing conditions which do not comply with the above may run their course but cannot be renewed. ***Si Yu'os Ma'ase.***

  
EDWARD M. BIRN