GOVERNMENT OF GUAM
CIVIL SERVICE COMMISSION
KUMISION I SETBISION SIBIT
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CSC RESOLUTION NO. 2005-002

PROCEDURES FOR LUMP SUM PAYMENT FOR EMPLOYEE UPON
PROMOTION WHEN ON A DETAIL ASSIGNMENT

WHEREAS, an Attorney General’s Opinion (Ref: DOAS9-1196) discussed that the appropriate payment for
accrued annual leave on retirement or resignation indicated that such pay would be at the rate of
the individual employee’s permanent pay; and

WHEREAS, 4 GCA Section 4109(c) provides in pertinent part that:

Any employee who transfers from one branch of the government of Guam to another, or from
one department, agency instrumentality or corporation of the government of Guam to another
department, agency, instrumentality or corporation at his option may accept the cash value of
his earned leave at the time of his transfer or transfer his accumulated leave to this new
government position, notwithstanding the fact that such transfer may appear on the employee’s
personnel records as a resignation and re-employment; and

WHEREAS, some personnel departments and agencies and instrumentalities of the government of Guam
have used this opinion to give detailed employees only their permanent pay upon promotions
without properly adjusting the employee’s personnel action to reflect a termination of detail
prior to the transfer; and

WHEREAS, these same personnel departments and agencies and instrumentalities of the government of
Guam have failed to ensure that the detailed employee’s final paycheck with that department or
agency or instrumentality of the government of Guam reflect the permanent base pay of the
employee rather than earning the detail pay;

NOW THEREFORE, BE IT RESOLVED that the Guam Civil Service Commission adopts the following
procedures regarding the lump sum payment for detailed employees who are transferred:

1. Any employee who transfers from one branch of the government of Guam to another
department, or from one department, agency, instrumentality or corporation of the government
of Guam may choose to receive the cash value of his accumulated annual leave as stated in 4
GCA Section 4109(c).

2. The determination of the cash value will be based upon the personnel action taken by the
department, agency, instrumentality or corporation of the government of Guam.

3. When a personnel action is processed to revert the employee back to his permanent position, the
pay for the accrued annual leave will be based upon the employee’s permanent base pay.

4. Otherwise, the rate of pay for the accrued annual leave will be that of the detail pay when there
is no personnel action reflecting a termination of the detail appointment prior to the employee’s
last work date of employment with the department, agency, instrumentality or corporation of
government of Guam.

SO ADOPTED THIS 27th DAY OF January 2005.

Luis R. Baza
Chairman

Joaquín T. Angoco
Commissioner

Joseph V. Gerber
Commissioner

Manuel R. Pinauin
Vice Chairman

Priscilla T. Tuncap
Commissioner

Jose L.G. Techaira
Commissioner