



MERIT!



CSC RESOLUTION NO. 88-007

BE IT RESOLVED BY THE CIVIL SERVICE COMMISSION:

WHEREAS, 4 GCA Chapter 6, the GovGuam Compensation Law, vests jurisdiction on matters of classification and compensation with the Civil Service Commission; and

WHEREAS, it is the desire of the Commission to provide for uniform policies in the implementation of the Compensation Law; and

WHEREAS, there has been inconsistency in the application of the Option 1-60% pay increase to promotion; and

WHEREAS, it is the desire of the Commission to provide a uniform policy and resolve the inconsistency and misapplication of the Option 1-60% pay increase as applied to promotions; NOW, THEREFORE, BE IT

RESOLVED, that the Civil Service Commission duly adopts the Policy attached to this Resolution, entitled:

POLICY AND PROCEDURES FOR COMPUTING THE SIXTY PERCENT (60%) PAY INCREASE UPON PROMOTION

This policy is to be applied as of October 1, 1987.

DULY AND REGULARLY ADOPTED ON THE 31st DAY OF May, 1988.



MARIA S. CONNELLEY
Chairperson



WILLIS S. CANNON
Vice-Chairperson

FELIX P. CAMACHO
Commissioner

JOHN D. ISHMAEL
Commissioner



DEBRA R. CRUZ
Commissioner

EDWARD P. MENDIOLA
Commissioner



VICENTE P. PEREZ
Commissioner

CIVIL SERVICE COMMISSION

**Policy and Procedures for Computing
the 60% Pay Increase Upon Promotion**

I. PURPOSE:

To correct the inconsistent application of the pay schedules and provide uniformity in the step placement determination and salary/wage rate computations on promotion personnel actions based on the sixty percent (60%) implementation of the Option I Pay Plan by Public Law 19-10, the Commission provides the following policy and procedures:

1. That the 60% computation of the salary increase between Option I and Option 2 pay rates shall be used for the purpose of implementing pay range reassignments, creation of new positions, initial recruitment, salary increments and meritorious step increases.
2. That the computation of the rates upon promotion shall be based on the full rates found in the pay range/wage schedules in effect in accordance with the following formula:
 - a. The difference shall be computed between the salary rate of the step in the pay range/wage held by the employee prior to promotion and the authorized salary rate at the step in the pay range/wage of the position promoted to, but not less than the equivalent of a two-step increase in the pay range/wage held prior to promotion as provided under Section 6204, 4 GCA;
 - b. That the pay difference obtained in "a" above shall be multiplied by sixty percent (60%);
 - c. That the product of "b" above shall be added to the pay rate of the step in the pay range/wage level the employee held prior to promotion;
 - d. The sum of "c" above shall be the sixty percent (60%) pay rate of the employee at the authorized step in the pay range of the position promoted to.

II. EFFECTIVE DATE:

This Policy and Procedure shall be made retroactive to October 1, 1987, and shall remain in effect for as long as the sixty percent (60%) implementation of the Option I Pay Plan is in effect.

III. ILLUSTRATION OF FORMULA:

For illustration of the formula given above, the following example is provided:

EMPLOYEE X IS CURRENTLY A CLERK TYPIST III AT PAY RANGE 23 STEP 5 AND IS BEING PROMOTED TO THE POSITION OF SECRETARY I (Typist) PR 26.

EMPLOYEE X IS TO RECEIVE THE EQUIVALENT OF A TWO-STEP INCREASE IN THE PAY RANGE OF THE POSITION HELD PRIOR TO PROMOTION.

Step No. 1: A 2-step increase would be Step 4 of pay range 26

| | |
|--------------------------------|-----------------|
| Pay Range 26, Step 4 Pay Rate: | 15,577 |
| Pay Range 23, Step 5 Pay Rate: | <u>- 14,797</u> |
| Difference | 780 |

| | |
|-------------|--------------|
| Step No. 2: | 780 |
| | <u>x .60</u> |
| | 468 |

| | | |
|-------------|--------------------------------|--------------|
| Step No. 3: | Pay Range 23, Step 5 Pay Rate: | 14,797 |
| | | <u>+ 468</u> |
| | | 15,265 |

| | | |
|-------------|--------------------------------|--------|
| Step No. 4: | Pay Range 26, Step 4 Pay Rate: | 15,265 |
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MERIT

Government of Guam



JUN 6 1988

CSC NO. 88-786

MEMORANDUM

TO: Director of Administration

FROM: Executive Director
Civil Service Commission

SUBJECT: Policy and Procedures on Sixty Percent
Implementation of Option 1

After becoming aware of the inconsistent formulas being applied in computing the sixty percent (60%) salary increase upon promotion, the Civil Service Commission, at its meeting on May 31, 1988, approved the attached CSC Resolution No. 88-007 on the policy and procedures to govern the sixty percent (60%) implementation of the Option 1 Pay Plan. The Policy is retroactive to October 1, 1987 to allow for corrective personnel actions on promotion actions effectuated since the implementation of the Option 1 Pay Plan authorized by Public Law 19-10.

Please be guided accordingly.


NORMA J. AFLAGUE

Attachment

cc: All Departments and Agencies