

GOVERNMENT OF GUAM



CIVIL SERVICE COMMISSION
KUMISION I SETBISION SIBIT

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CIVIL SERVICE COMMISSION

RESOLUTION NO. 91-002

RELATIVE TO THE CLASSIFICATION AND SALARY ADMINISTRATION ACT
(PUBLIC LAW 21-59)

WHEREAS, the Uniform Position Classification and Salary Administration Act was enacted pursuant to Public Law 21-59, to be effective October 1, 1991; and

WHEREAS, the Uniform Position Classification and Salary Administration Act established a unified and uniform classification and pay plan and designated the Civil Service Commission as the administrator of the new pay plan for the Executive Branch; and

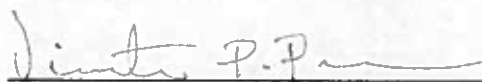
WHEREAS, the Civil Service Commission desires a smooth and expedient process and a fair and cost-effective method for conversion to the new plan; and


WHEREAS, the Civil Service Commission desires to work with all departments and agencies to facilitate implementation of the new pay plan; now, therefore, be it

RESOLVED, the Civil Service Commission hereby adopts the Uniform Position Classification and Salary Administration Act; be it further

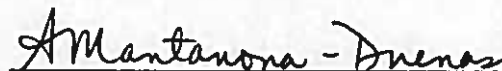
RESOLVED, the Executive Director, in consultation with the Legal Counsel, shall establish all other policies and procedures which may be necessary or proper for the successful implementation of the new classification and pay plan.

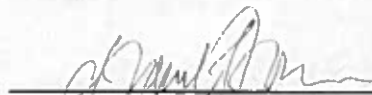
DULY AND REGULARLY ADOPTED THIS 1st DAY OF October, 1991.

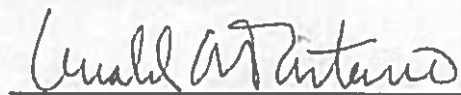

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Chairperson


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Commissioner


ROSALIND FORBES
Commissioner


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Commissioner


MANUEL R. FINAUIN
Commissioner


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Commissioner



Commonwealth Now!

**CIVIL SERVICE COMMISSION
HAY COMPENSATION STUDY IMPLEMENTATION
POLICY AND PROCEDURES**

The following policies and procedures are promulgated to regulate the implementation and administration of the Uniform Position Classification and Salary Administration Act of 1991, effective October 01, 1991, pursuant to Public Law 21-42, Section 13.

These policies and procedures shall supercede all existing pay policies, rules, and procedures.

CONVERSION TO THE NEW PAY SCHEDULE AND GRADE STRUCTURE:

I. COVERAGE:

- A. Subsection 6103 provides that unless otherwise specified, the Uniform Position Classification and Salary Administration Act of 1991 shall apply to all positions, officers and employees, classified and unclassified, inclusive of the Executive and Judicial Branches, autonomous and semi-autonomous agencies, public corporations, and other public instrumentalities of the government of Guam.
- B. Section 13 (f) provides that officies and positions whose salaries are specifically set by statute may be converted to the Hay Plan if the salaries provided under the Hay Plan are greater.

It is the Commission's opinion that this section refers to positions such as the attorney series, physicians, dentists, etc., and not classified position classifications that had their pay ranges reassigned by law.

The Commission will identify positions covered under this section and provide salary recommendations within 30 days upon implementation of the new unified compensation plan.

II. INCUMBENT POSITIONS:

Pursuant to Section 13 (f) of Public Law 21-42, no employee whose position is to be converted to the Hay Plan shall receive a salary reduction or deprived of benefits.

A. Classified Employees:

- 1. The conversion methodology shall involve the

slotting of incumbents into the new pay schedule at the step in the new grade assignment closest to -- and not less than -- the rate of pay in effect on October 1, 1991.

2. Incumbents whose salary increments are past due at least 30 days prior to October 1, 1991, will be slotted into the new pay schedule at the step in the new grade assignment closest to -- and not less than -- the increment rate of pay, as illustrated below:

Employee "A" is a Teacher IV, currently at Step 4 of Pay Range 40, 29,597. The initial slotting consideration will therefore be at Step 3 of the new Grade L, 29,835. However, the salary increment to Step 5 was due on August 15, 1991, which is 45 days past due as of October 1, 1991. Final slotting will therefore be based on the increment rate of 30,377 (Step 5 of Pay Range 40), which will be at Step 4 of Grade L, absent a performance evaluation report.

3. Incumbents whose salary increments are due on September 1, 1991 or before October 1, 1991, shall be slotted based on the rate of pay in effect on October 1, 1991. Adjustments to the slotting will be made upon the filing of a satisfactory performance report, as necessary. Final slotting based on the increment rate will not necessarily result in a change at the step in the new grade assignment, as illustrated below.

Employee "B" is an Administrative Assistant at Step 1 of Pay Range 35. Salary increment is due on September 28, 1991. Slotting based on current salary of 24,137 (Step 1) into the new Grade I will be at Step 4, 25,399. When the salary increment rate of 24,657 (Step 2 of Pay Range 35) is considered, the initial slotting at Step 4 of the new grade assignment will not change as it is still closest to the increment rate of pay.

3. Incumbents currently earning below the minimum of the new pay grade shall be slotted at Step 1.

B. Unclassified Employees:

1. Department/Agency Heads

a. Incumbents earning below the salary rate of the new "L" pay schedule assigned shall receive the new pay rate.

b. Incumbents earning in excess of the salary rate in the new pay schedule shall maintain their current rate of pay.

2. Contract Hires

Existing, renewal, or new contracts executed on or before October 1, 1991, will not be impaired by the new uniform and unified system of position classification and compensation.

3. Limited Term/Temporary/Part-time Employment

a. Incumbents shall be slotted at the step in the grade assignment closest to -- and not less than -- the rate of pay in effect as of October 01, 1991. Step 10 of the new grade assignment shall be the maximum step. Incumbents whose salaries exceed the Step 10 salary rate will maintain their current rate of pay.

b. Incumbents currently earning below the minimum hourly rate/per annum salary of the new grade shall be slotted at Step 1.

4. All other unclassified employees

Incumbents shall be slotted at a step within the first ten (10) steps of the assigned grade that is not less than the rate of pay in effect as of October 1, 1991, subject to the discretion of the appointing authority, but not to exceed Step 10.

Incumbents currently earning in excess of the Step 10 salary in the new pay grade assignment shall maintain their current rate of pay.

III. NEW APPOINTMENTS:

A. Classified Positions:

As provided under subsection 6205 of Public Law 21-42, "Step 1 of the Pay Grade assigned to a classified position shall be the regular rate for initial employment in any department or agency. The appointing authority may petition the Commission for recruitment at a higher

step not to exceed Step 10 because of recruitment difficulty or exceptional qualifications. This petition shall be made before an applicant is hired. Every petition shall be scrutinized and amply justified before being approved." (emphasis added)

B. Unclassified Positions:

1. Department/Agency Heads

New appointments to these positions will be made at the new salary rate.

2. Contractual Appointment

The Commission shall review new employment contracts and recommend appropriate salary rates consistent with the new pay schedule.

The Commission will issue the policies and procedures necessary to implement this provision within 60 days after implementation of the Uniform Position Classification and Salary Administration Act.

3. Temporary/Limited-Term/Part-Time Employment

New appointments will be made at the new minimum (Step 1) salary/hourly rate, except where recruitment above the minimum step is expressly granted by the Commission, as provided for classified employees.

4. Other Unclassified Employees

New appointments will be made within the first ten (10) steps of the assigned grade, subject to the discretion of the appointing authority. The salary increment salary schedule consisting of at least Steps 11 through 20 is not applicable to unclassified appointments.

IV. SALARY INCREMENTS:

Implementation of the new pay plan shall not disrupt the employee's increment date, as follows:

A. Salary Increment Due from January 1, 1991 - September 30, 1991.

1. Employees whose salary increment anniversary dates

fall between January 1, 1991 to September 30, 1991, shall be slotted at the step of their assigned pay grade that is closest to the salary rate in effect prior to October 1, 1991 (increment granted for 1991). The next salary increment shall be due in accordance with the waiting period required under the new pay plan after slotting.

B. Salary Increment Due from October 1, 1991 - September 30, 1992.

1. Employees whose salary increment anniversary dates fall between October 1, 1991 to September 30, 1992, and are slotted at the step that requires the same waiting period as the period required under the old pay schedule shall maintain the same increment date, as illustrated below:

Employee "G" is at Step 5 of Pay Range 60, 53,843, and is due a salary increment on October 15, 1991. Employee's new grade assignment is "R". Slotting results at Step 5, \$55,303, of the new grade. Upon conversion, the salary increment waiting period did not change, thus the salary increment due on October 15, 1991 is maintained. The next increment date is October 15, 1992.

2. Employees whose salary increment anniversary dates fall between October 1, 1991 to September 30, 1992, shall not have their salary increment dates altered after slotting, notwithstanding the fact that a longer waiting period is required at the step slotted in the new grade, as illustrated below.

Employee "K" is at Step 5 of Pay Range 58 (50,440) and is due a salary increment on January 1, 1992. Upon conversion, employee is slotted at Step 10 of Grade O. Although the salary increment waiting period from Step 10 to Step 11 is 24 months, the employee shall maintain the salary increment date of January 1, 1992. The new waiting period of 24 months shall apply after January 1, 1992.

3. Employees currently at Step 10 and beyond and whose last salary increment was in 1989, shall be entitled to a one step adjustment after slotting, effective October 1, 1991, upon a satisfactory performance report. Any excess time served for the salary increment shall be credited to the employees's next increment date, as illustrated

below.

Employee "J" received his salary increment to Step 10 of Pay Range 49 on March 30, 1989. The next salary increment is due on March 30, 1992. Slotting is at Step 11 of Grade M. As of October 1, 1991, the employee has served two (2) years and seven (7) months of the required two-year waiting period for a salary increment pay adjustment on the new pay plan. After slotting, the employee is entitled to a one-step adjustment upon a satisfactory performance report, effective October 1, 1991. The excess of seven (7) months shall be credited towards the next salary increment, which is due on March 30, 1993.

4. Employees who have been on Step 10 of Pay Range 60 on or before October 1, 1989, shall be entitled to a one-step adjustment after slotting, effective October 1, 1991. Excess time served (beyond two years) shall be credited only from January 1, 1991. The new increment date shall begin on the month that the last increment was received under the old pay schedule, as illustrated below.

Employee "K" received his salary increment to Step 10 of Pay Range 60 on June 1, 1987. After slotting at Step 9 of Grade "R", the employee is entitled to a one-step adjustment to Step 10 of the new grade, effective October 1, 1991, upon a satisfactory performance report. The new two-year waiting period shall commence on June 1, 1991.

B. Salary Increments Due in FY1993:

All salary increment pay increases due after September 30, 1992, shall be in accordance with the salary increment provisions of Subsection 6202 of the Act, as follows:

"Employees at Steps 1 through 6 shall be entitled to an increment after twelve (12) months of satisfactory performance. Employees at Steps 7 through 9 shall be entitled to an increment after eighteen (18) months of satisfactory performance. Employees at Step 10 shall be entitled to an increment equivalent to 3.5% of an employee's base salary after twenty-four (24) months of satisfactory performance; the Commission shall prepare an increment schedule consisting of at least steps 11 to 20 to implement the 3.5 percent increment policy."

V. BLANKET AUTHORITY TO RECRUIT ABOVE THE MINIMUM STEP:

All blanket authority for recruitment above the minimum step granted prior to October 1, 1991, granted either by the Civil Service Commission or other cognizant authority shall be suspended pending further notice by the Civil Service Commission.

VI. SALARY ADJUSTMENT UPON PROMOTION:

Subsection 6206 of the Act provides that "classified employees in Grades A through V who are promoted competitively or by reclassification, or temporarily, to a higher pay Grade, shall receive a salary increase closest to a one (1) step increase in the pay grade held prior to promotion."

VII. MERIT BONUS:

Subsection 6203 of the Act provides that "superior performance by a classified employee in Grades A through V shall be rewarded by a lump sum bonus based on an amount equivalent to 3.5% of the employee's base salary. The merit bonus shall be automatic upon a superior rating evaluation conducted for increment purposes. The merit bonus is in addition to the increment provided under Subsection 6102 and is limited to the fiscal year in which superior performance is rendered."

Effective October 1, 1991, the new merit bonus provision supersedes the meritorious salary increment policy and other similar policies and are no longer in effect.

The Civil Service Commission will issue appropriate policies and procedures to implement this provision of law within 60 days after implementation of the Act. The application of the merit bonus provision is therefore suspended until the Civil Service Commission develops the necessary policies and procedures.