

GOVERNMENT OF GUAM

**CIVIL SERVICE COMMISSION
KUMISION I SETBISION SIBIT**

490 Chalan Palasyo, Agana Heights
P.O. Box 3156 Agana, Guam 96910
Tel: 475-1300/01 Fax: 477-3301



CSC RESOLUTION NO. 95-01

**RELATIVE TO THE COMPENSATION POLICY FOR ABOVE STEP
RECRUITMENT FOR NON-INITIAL EMPLOYMENT**

WHEREAS, the Civil Service Commission recognizes the importance of compensation as an incentive to attract and retain employees with exceptional qualifications or in filling hard-to-fill positions;

WHEREAS, the compensation policy will provide an opportunity for previously and currently employed selected applicants who do not meet the initial employment criteria, and whose prospective employment is neither a promotion nor reemployment under §§6206 and 2108, respectively, to be considered for above-step compensation based on recruitment difficulty or exceptional qualifications; and

WHEREAS, the Commission desires to provide equal opportunity for above-step compensation to these individuals in conformance with the merit system.

NOW BE IT RESOLVED AS FOLLOWS:

RESOLVED, that the Civil Service Commission hereby adopts the Compensation Policy for Above Step Recruitment for Non-initial Employment; and;

RESOLVED FURTHER, that pursuant to 4GCA §§6301, and 6302, respectively, this policy shall apply to the Government of Guam departments and agencies and instrumentalities.

WE, THE UNDERSIGNED, REPRESENTING ALL OF THE COMMISSIONERS, HEREBY ADOPT THIS RESOLUTION THIS 8TH DAY OF AUGUST, 1995.

**RICHARD J. UNTALAN
CHAIRPERSON**

**JOAQUIN T. ANGOCO
VICE-CHAIRPERSON**

**PRISCILLA T. TUNCAP
COMMISSIONER**

**ZENON J. BELANGER, JR.
COMMISSIONER**

**MANUEL R. PINAUIN
COMMISSIONER**

**JULIA R. CRUZ
COMMISSIONER**

**TONI GARRISON-BOUFFORD
COMMISSIONER**



Commonwealth Now!



GOVERNMENT OF GUAM

CIVIL SERVICE COMMISSION KUMISION I SETBISION SIBIT

490 Chalan Palasyo, Agana Heights
P.O. Box 3156 Agana, Guam 96910
Tel: 475-1300/01 Fax: 477-3301



CSC COMPENSATION POLICY (ABOVE-STEP RECRUITMENT FOR NON-INITIAL EMPLOYMENT)

I. STATEMENT OF POLICY:

The Civil Service Commission recognizes the importance of compensation as an incentive to attract and retain employees with exceptional qualifications or in filling hard-to-fill positions.

4GCA §6205 authorizes a department or agency head to petition the Commission to recruit an applicant above Step 1 and up to Step 10 of the Pay Grade assigned to the classified positions to be filled, based on recruitment difficulty or exceptional qualifications, where the applicant is to be employed for the first time as a classified employee in the department or agency. This opportunity for above-step compensation is not available for selected applicants who were former classified employees of the department or agency, or current classified employees who are competitively selected for different jobs in the department or agency. It is this Commission's policy to provide equal opportunity for above-step compensation to these individuals in conformance with the merit system.

II. PURPOSE:

The purpose of this policy is to provide an opportunity for previously and currently employed selected applicants who do not meet the initial employment criteria, and whose prospective employment is neither a promotion nor reemployment under §§6206 and 2108, respectively, to be considered for above-step compensation based on recruitment difficulty or exceptional qualifications.

III. AUTHORITY:

4GCA §6205. Recruitment Above Step. 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, or the Judicial Council (as to Judicial Branch employment), for recruitment at a higher step not to exceed Step 10, because of recruitment difficulty or exceptional qualifications. this petition shall be

COMPENSATION POLICY

AUGUST 1995



1

made before an applicant is hired. Every petition shall be scrutinized and amply justified before being approved. The Commission and the Judicial Council may establish policies to administer this section. Increment schedule consisting of Steps 11 through 20 shall not be used for recruitment above-step.

4GCA §6301. Compensation Policy. (1) Employee compensation shall be based on internal equity and external competitiveness. (4) Compensation structures and administrative policies should also recognize and reward individual employees commensurate with performance. (5) All aspects of compensation (base salaries, benefits, pay differentials, and other factors) will be considered a total reward and incentive package for employees and shall be consistent and uniformly administered through the government.

4GCA §6302. Administration. (c) The Commission and the Judicial Council shall establish appropriate policies and procedure for implementing the provisions under this Article for their respective jurisdictions.

IV. CRITERIA:

- A. The appointing authority may file an above-step petition with the Commission to recruit a selected applicant covered by this policy based on recruitment difficulty or exceptional qualifications as may be applicable. The petition shall be filed with the Commission before, or concurrently when, the applicant is appointed to the position to be filled. No petition shall be accepted if filed ten (10) working days after the position is filled, except for just cause as determined by the Commission.
- B. Recruitment difficulty or exceptional qualifications shall be based on the same standards for above-step recruitment under §6205.
- C. The appointing authority is responsible for informing selected applicants that an above-step petition is subject to approval by the Commission, and that if the petition is disapproved, compensation shall be at Step 1 of the Pay Grade for the position to be filled. The above-step compensation shall be effective when approved by the Commission.

V. COMPENSATION PETITIONS shall include the following information:

- A. Identifying information about the candidate and the position to be filled.
- B. Demonstration of recruitment difficulty or exceptional qualification.

COMPENSATION POLICY

AUGUST 1995



- C. Applications, certification of eligibles, eligibility lists and rating forms of all candidates competing for the position.
- D. Justification for salary being requested. Justification must include information of the applicant's current salary.
- E. The employee was advised before being hired that Step 1 will be the normal rate of employment unless the petition is approved by the Commission.
- F. Organizational and functional charts of the department and division of which the position is located.
- G. Staffing pattern of the department/division of which the position is located.
- H. Other information as may be requested by the Commission.

Pursuant to Civil Service Commission Resolution No.95-01, this

Compensation Policy is adopted and approved this 8th day of August, 1995.



 RICHARD J. UNTALAN
 CHAIRPERSON


 JOAQUIN T. ANGO
 VICE-CHAIRPERSON


 PRISCILLA T. TUNCAP
 COMMISSIONER


 ZENON J. BELANGER, JR.
 COMMISSIONER


 MANUEL R. PINAUI
 COMMISSIONER


 JULIA R. CRUZ
 COMMISSIONER

TONI GARRISON-BOUFFORD
 COMMISSIONER

COMPENSATION POLICY

AUGUST 1995



Commonwealth Now!