



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. 97-002

**RELATIVE TO THE ADOPTION OF
APPROPRIATE PAY POLICIES**

WHEREAS, Chapter V, Section 13 of Public Law 21-42 first implemented the Uniform Position Classification and Salary Administration Act of 1991, which incorporated the Hay Study and unified the Government of Guam pay structure; and

WHEREAS, Section 7, Public Law 21-59 amended Chapter V, Section 13 of Public Law 21-42 and re-enacted the Uniform Position Classification and Salary Administration Act of 1991, to be effective 01 October 1991, and further designated the Civil Service Commission as the administrator of the new pay program for the Executive Branch and the Judicial Council for the Judiciary; and

WHEREAS, The Civil Service Commission desired not only to maintain reasonable and equitable compensation policies, but also to provide incentives for internal competitiveness; and

WHEREAS, The Governor Carl T. Gutierrez concurred with the pay policies proposed by the Commission; and

WHEREAS, The Civil Service Commission at its meeting on 25 and 30 September 1997 approved the pay policies.

NOW BE IT RESOLVED AS FOLLOWS:

RESOLVED, That the following pay policies are duly adopted:

● **PAY GRADE REASSIGNMENT**

Employees whose pay grades are reassigned to a higher pay grade because of changes that occurred in their jobs, as supported by the calculation of the Hay points, shall receive a salary increase closest to, and not less than, a two-step (2) increase in the pay grade held prior to the pay grade reassignment.

● **PAY ADJUSTMENT UPON PROMOTION**

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, and not less than, a two-step (2) salary increase in the pay grade held prior to promotion.



● SALARY INCREMENT BEYOND STEP 20

Employees at Step 20 and beyond shall be entitled to an increase equivalent to 3.5% of their base salary after twenty-four (24) months of satisfactory performance; and be further

RESOLVED, That the pay policies shall take effect on 01 October 1997, with the exception of the pay grade reassignment approved for the Utility Services Administrator (GPA) and the Building Maintenance Manager (GWA) classes of positions, which was subject to amendment upon the approval of the pay policy; and be it further


RESOLVED, That the Executive Director, with the advise of the Legal Council, shall provide the necessary guidelines for the implementation of the pay policies mentioned above.


Duly and regularly adopted this 09TH day of OCTOBER 1997.


RICHARD J. UNTALAN
Chairman


JOAQUIN T. ANGOCO
Vice Chairman


ZENON J. BELANGER, JR.
Commissioner


JULIA R. CRUZ
Commissioner


JOHN V. GERBER
Commissioner


MANUEL R. PINAUIN
Commissioner


PRISCILLA T. TUNCAP
Commissioner





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CSC NO. 98-020

16 OCTOBER 1997

MEMORANDUM

TO: All Department and Agency Heads

FROM: Executive Director

SUBJECT: REVISED CSC PAY POLICIES
RE: Pay Grade Reassignment, Promotion and
Salary Increment Beyond Step 20

COPY

Hafa Adai! Attached is the CSC Resolution 97-002 on the adoption of the revised pay policies governing pay grade reassignment, promotion, and salary increment beyond Step 20.

The effective date for the promotional pay policy shall be 01 October 1997. The effective date for the Paygrade Reassignment Policy shall be March 20, 1997.

The approved salary increment policy established a new 2-year waiting period beginning 01 October 1997. However, all employees who have been at Step 20 on or before October 01, 1997, and who have received a performance evaluation rating of satisfactory or better, shall be eligible for a one (1) step salary increment equivalent to a 3.5% increase from their per annum salary at Step 20, effective October 01, 1997.

Please be guided accordingly. Si Yuus Maase!

Si ELOY P. HARA

Attachment(s)

cc: Governor of Guam
Presiding Judge, Superior Court of Guam
Chairman, Ways & Means Committee, 24th Guam Legislature
Chrono
File
EPH:MCRS:vbm:14OCT97



Commonwealth Now!