

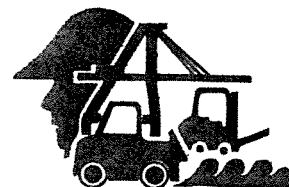


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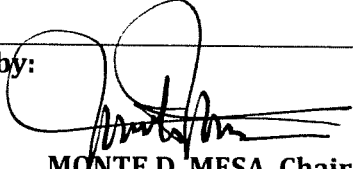
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BOARD POLICY MEMORANDUM NO. 09-04

To: Division Heads	Subject: Policy on Performance Evaluation for Deputy General Manager
Approved by the Board of Directors on: MARCH 26, 2009	Revision Date:
Approved by:  MONTE D. MESA, Chairman, Board of Directors	

- I. REFERENCE:** Title 12, Chapter 10, Section 101101(c) authorizes the Board of Directors to employ and compensate under the terms and conditions fixed by at the pleasure of the Board for the Deputy General Manager position. Prior to the enactment of Public Law 29-113, which prohibits the creation of new unclassified positions, the Deputy General Manager position was one of several unclassified positions established by Civil Service Commission.

Title 5, Guam Code Annotated, Government Operations, Chapter 43, Boards & Commissions, Article 2, Performance Evaluation of Agency Heads, was enacted by Public Law 27-20.

The above referenced law required the Board of Directors to issue performance reviews of the General Manager six (6) months after appointment and every twelve (12) months thereafter that the General Manager is retained by the Board. Each performance review shall document the General Manager's performance, accomplishments, and the Board of Directors reasons for retaining the General Manager.

The law also requires that the performance reviews shall be made public and the availability of these reviews shall be published by the Board of Directors by newspaper of general circulation or by radio or television which is reasonably calculated to provide the notice of the facts it announces to the public at large.

- II. GENERAL POLICY:** It is the intent of the Board of Directors and general policy to extend the application of the law to the Deputy General Manager position as stated in Section 10111(c) of Title 10, Chapter 12 of the Guam Code Annotated. The written performance evaluation for the Deputy General Manager position be also conducted in line with the timeline required in Title 5, Guam Code Annotated and will be presented by the General Manager for discussion with the Board in Executive Session.

III. PURPOSE: Recognizing the sound management practice of regular communication and feedback to the Deputy General Manager regarding his/her work performance, the purpose of this policy is to establish guidelines for formal performance evaluation for such position.

IV. PURPOSE OF THE EVALUATION:

- A. Develop a mutual understanding of responsibilities and operational objectives that helps communicate the General Manager's expectations to the Deputy General Manager.
- B. Recognize positive performance and delineate areas that need focus and/or strengthening.
- C. Establish a basis for retaining the Deputy General Manager.

V. PERFORMANCE GOALS:

The General Manager will establish performance goals for the Deputy General Manager to be agreed upon at the beginning of employment. Establishing performance goals will be part of each annual process. A brief review should be conducted approximately halfway through the performance period to ensure that goals are still appropriate by the General Manager.

VI. PROCEDURE

- A. The General Manager shall approve the statement of responsibilities, operational objectives and performance goals, which will be agreed upon, at the beginning of the employment for the Deputy General Manager. Responsibilities defined in the job specifications established by Civil Service Commission shall serve as a framework for the statement of responsibilities and a baseline for future evaluations.

The establishment of operational objectives and performance goals will be part of each annual process. The General Manager may conduct a brief review with the Deputy General Manager halfway through the performance period to ensure that the objectives and goals are still appropriate.

- B. The General Manager will prepare the evaluation format for the Deputy General Manager, including measures of performance and operational objectives. The General Manager will approve the evaluation format.
- C. The General Manager will assess the Deputy General Manager's performance in a narrative format. Questions to be addressed include:

Subject: Policy on Performance Evaluation for Deputy General Manager

Page 3

Policy Memorandum No. 09-04

1. In what areas of responsibility have there been improvements in performance?
2. What areas have been neglected or performed poorly?
3. In what areas have there been no changes?
4. Progress toward meeting operational objectives shall be taken into account in assessing the Deputy General Manager's performance in each area of responsibility.
5. For each area of responsibility, does the General Manager have confidence in the Deputy General Manager's job performance in this area? Why or why not?

Additional questions may be specified by the General Manager as part of the evaluation.

In addition, the General Manager will rate the Deputy General Manager using a single overall rating on the following scale:

A = Exceptional performance

B = Superior Performance

C = Average Performance

D = Acceptable Performance

E = Needs Improvement

The Deputy General Manager's progress towards meeting operational objectives should be measured primarily by evaluating how well the job has been done, and not primarily in terms of what specific activities have been undertaken.

Upon receipt and completion of the Evaluation Form, the General Manager shall complete the form and shall be responsible for summarizing all evaluation narratives and scores.

The General Manager shall meet with the Board of Directors to discuss and approve:

1. The overall evaluation and individual factors of performance in each area of responsibility; and
2. The evaluation format, including areas of responsibility, objectives and measures for the upcoming rating period.

Following this meeting, the General Manager shall be responsible for preparing the final evaluation document and a time set for the performance evaluation conference with the Deputy General Manager.

The General Manager shall meet with the Deputy General Manager to review the performance evaluations and reach a preliminary agreement about the areas of responsibility, objectives and measures for the upcoming rating period. The Deputy General Manager may within 30 days of meeting with the General Manager submit a written response to the performance evaluation. A copy of the response shall be submitted to General Manager and the original response filed with the original performance evaluation.

The final evaluation form, signed by the General Manager and Deputy General Manager, along with any written responses shall be maintained in the official personnel jackets. The evaluation shall be confidential within legal limits. Once the final evaluation is completed, the General Manager shall discard all working drafts used to prepare the final evaluation form.

- VII. PUBLICATION OF PERFORMANCE REVIEWS:** It shall be the responsibility of the Personnel Services Administrator to prepare the necessary notifications for advertisement of the Deputy General Manager's overall evaluation rating by the General Manager upon completion of the reviews. Such notification shall be made through newspapers of general circulation, or by radio or television and posted on the Port's website.

Attachment: Performance Evaluation Form