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**BOARD OF DIRECTORS POLICY MEMORANDUM NO. 10-01**

To: <b>All Employees</b>	Subject: <b>Policy on Pay Grade Reassignment</b>
Effective Date: February 25, 2010	Revision Date:
Approved By:  MONTE D. MESA, Chairman, Board of Directors	

**I. STATEMENT OF POLICY:** The Board of Directors expects every request for pay grade reassignment to be based on a uniformed pay administration applying the job evaluation system consisting of the twelve (12) measurement factors, which assesses the content and relative importance of jobs within the Port.

**II. AUTHORITY**

A. The Port Authority of Guam's Personnel Rules and Regulations were adopted through Public Law 30-43 and codified as a new Chapter 8 of Title 10 of the Guam Administrative Rules and Regulations.

B. Public Law 30-43, Section 2(e) (6) stipulates:

*“(6) The General Manager may petition the Board of Directors to amend, to include, but not limited to, deleting, adding, or modifying such positions, the approved list of Port's Positions.*

*(a) The Petition shall include:*

- (1) The justification for the amendment;*
- (2) The essential details of the amendment;*
- (3) An analysis of the similarities or differences between the existing position and the amendment; and*
- (4) The job title, pay range and position description affected by the amendment.*

*(b) The General Manager shall post the petition on the Port's website for ten (10) days (Saturday, Sunday and government of Guam holidays excepted.)*

C. Section 6.200, Pay Actions related to Pay Grade Reassignment, of the Personnel Rules and Regulations, stipulates:

*“6.201 Pay Grade Reassignment: An employee and/or supervisory official may initiate a written request for consideration of the pay grade allocation for the class of position with justification to the General Manager. If the findings of the General Manager indicate the need to amend the pay grade allocation, he shall subject a written request with justification to the Board in accordance with the Board’s policies and procedures. Changes adopted shall become effective as directed by the Board.”*

- D. To ensure Section 2(e) (6) (b) is complied with and in addition to the posting of such petition on the website, the Board would like to include the following processes for transparency and disclosure:
1. The notice of posting shall be sent to each newspaper of general circulation and broadcasting station which airs a regular local news program of Guam. After posting, the General Manager shall forward the petition, along with the evidence of his compliance with posting to the Board.
  2. The Board may approve, disapprove or amend the pay grade reassignment by resolution at any regularly scheduled meeting or a special meeting called for this purpose.

### **III. GENERAL PROVISIONS:**

- A. The Port’s organizational needs and goals must support a pay grade reassignment if the demands for specialized experience, knowledge or skills have changed significantly in the current position’s functions.
- B. Public Law 30-43 applies to all Maritime Positions Unique to the Port Operations and Certified, Technical and Professional Positions. Compensation for such positions shall be based on internal equity and external competitiveness.
- C. Effective date for pay grade reassignments will be the date the Board of Directors approves the petition.

### **IV. REQUEST FOR PAY GRADE REASSIGNMENT:**

The petition to amend the current pay grade reassignment of a position shall include the following:

- A. The essential details of the amendment;
- B. An analysis of the similarities or differences, using the 12 factors consistent with the Methodology of Position Classification and Administration Guidelines, as outlined in Section 5.015 of the Personnel Rules and Regulations between the existing position and the amendment;
- C. The job title, pay grade and position description affected by the amendment; and
- D. Other information as may be requested by the Board of Directors.

**V. TRANSPARENCY AND DISCLOSURE PROCESS:**

- A. The General Manager shall petition for above pay grade reassignment to the Board of Directors for their review and approval to authorize management to proceed with the transparency process as mandated by Public Law 30-43 and this policy.
- B. Once authorization is granted by the Board of Directors, the General Manager shall:
  - 1. Post the petition and supporting documents on its website for ten (10) days (Saturday, Sunday and government of Guam holidays excepted).
  - 2. Issue press releases to each newspaper of general circulation and broadcasting stations which airs a local news program within Guam of the Port's petition for pay grade reassignment. Such notice shall include the availability of the petition under the Sunshine Act.
  - 3. Issue a memorandum to all employees notifying them of the petition and acceptance of comments to the petition.
- C. After the expiration of the ten (10) days and at the next regularly scheduled meeting or special meeting called for this purpose, the petition, documents showing compliance of the transparency process, and comments received by the public and/or employees shall be presented to the Board of Directors for review and possible approval. Approval of the petition shall not occur if the transparency process was not complied with.
- D. Approval by the Board of Directors shall include a resolution authorizing the pay grade reassignment which must be passed by a majority of the members participating in the meeting.
- E. If approved, the pay adjustment reflecting the pay grade reassignment shall be in accordance with Section 6.202 of the Personnel Rules and Regulations which states:

*"6.202 Pay Adjustment following Pay Grade Reassignment"*

- A. *A pay adjustment resulting in a higher pay grade reassignment and there is no change in the position classification is effectuated by identifying from the new pay grade, the salary (sub-step) closest to, but not less than the salary currently being received prior to the pay grade reassignment plus an additional six (6) sub-steps. This identifies the new base salary.*
  - B. *A pay adjustment resulting in a lower pay grade reassignment and there is no change in position classification is effectuated by identifying from the amended pay grade, the salary (sub-step) closest to, but not more than the salary (sub-step) currently being received prior to the lowest reassignment less an additional six (6) sub-steps. This identifies the new base salary.*
- F. Copies of the personnel action of affected employees, petition, supporting transparency documents, and Board resolution shall be provided to the Civil Service Commission.