




PORT OF GUAM
ATURIDAT I PUETTON GUAHAN
Jose D. Leon Guerrero Commercial Port
1026 Cabras Highway, Suite 201, Piti, Guam 96925
Telephone: 671-477-5931/35 Facsimile: 671-477-2689/4445
Website: www.portguam.com



Lourdes A. Leon Guerrero
Governor of Guam
Joshua F. Tenorio
Lieutenant Governor

BOARD POLICY MEMORANDUM NO. 2022-01

To: Division Heads	Subject: Salary Increment Process for Reinstated Employees
Effective Date: January 20, 2022	Revision Date:
Approved by:  FRANCISCO G. SANTOS, Chairman, Board of Directors	

I. REFERENCES:

- A. Public Law 29-24 authorizes the Port to establish pay scales for certified, technical and professional positions subject to the provisions of the Administrative Adjudication Act.
- B. Public Law 30-43 approved the Personnel Rules and Regulations for maritime related positions unique to Port operations and certified, technical and professional positions.
- C. A classified worker's entitlement to an anniversary increment is a statutory mandate that cannot be annulled in the event that a performance evaluation or increment certification is somehow delayed. See OPA 20-0375, p. 4 (citing 4 GCA § 6202).

II. PURPOSE: To establish and standardize a salary increment process for back wages of reinstated employees to include a performance evaluation report to be signed by the incumbent General Manager who approves the number of sub-steps on the personnel action forms.

III. GENERAL INFORMATION

- A. It is the policy of the General Manager to provide a uniformed pay administration to facilitate pay actions, while ensuring the proper compensation of employees occupying maritime positions unique to Port operations and certified, technical and professional positions and to provide the opportunity for the Port to carry out its mission.
- B. Salary increment increases shall be granted as authorized in the Personnel Rules and Regulations.

- C. A performance appraisal or evaluation encourages efficiency and productivity among employees and the orderly and constructive relationships between management and employees in the interest of effective personnel management, and the efficient operation of the Port.

IV. PROCEDURE

- A. The General Manager shall be responsible for the effective implementation and administration of the performance appraisal system within the Port. He shall approve all performance rating made for all Port employees and shall ensure that supervisory personnel receive adequate training in the performance evaluation system. He shall ensure that performance appraisal and reports are completed and submitted on a timely basis.
- B. The salary increment of all Maritime Positions Unique to Port Operations and Certified, Technical and Professional Positions shall be based on an annual review of performance. As part of the appraisal process an individual's performance will be assessed against a performance range of zero (0) to six (6) sub-steps. As sub-steps (within the pay schedule) increase by one (1%) the performance (and resulting salary increment) range from zero (0), or a nil increase, through up to six percent (6%). All salary increments will require the approval by the General Manager.
- C. The salary increment for back wages of reinstated employees found to be wrongfully terminated in a judgement or order from the Guam Civil Service Commission or the courts of Guam shall be based on the average ratings of the employee's last three (3) years' employment at the Port. If for whatever reason the employee's performance evaluation or increment certification was unsigned or somehow delayed, and a letter from the General Manager rejecting the performance evaluation or increment certification was NOT submitted at the time the employee's performance evaluation was submitted to Human Resources, then the incumbent General Manager shall so accept such submission of the performance evaluation for purposes of reconstructing the employee's back wages.
- D. All salary increments and performance appraisals for reinstated employees shall be approved and signed by the incumbent General Manager who approves the corresponding personnel action.

V. ENTIRE POLICY

All prior policies or memorandum in conflict with this policy are hereby rescinded.